

061005T4ICT

ICT Technician Level 5

IT/OS/ICT/CR/6/5

Manage Operating System.

July/Aug 2023.



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate perform the tasks.
2. You are required to take pictures and/or video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front.
4. Allocate the candidate **15 minutes** for preparation and **1hour 45 minutes** for performing tasks various tasks in this assessment

OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated: Please award marks as appropriate. Give a brief comment on your observation.	Marks available	Marks obtained	Comments
1. Adhered to prescribed safety as per workplace procedures: • Observe computer lab rules • Safe handling of computer and accessories <i>(Award one mark for observation of lab rules and one mark for safe handling of computer and accessories as per workplace procedures)</i>	02		
2. Created a folder on the desktop and named it MyCdacc as per the instructions <i>(Award 1 Mark for creating the folder, 1 mark for correctly naming the folder)</i>	02		
3. Encrypted the folder created. <i>(Award 2 marks or zero)</i>	02		
4. Created an MS word file named "PersonalDetails" and in the file wrote their full names as per the instructions. <i>(1 mark for creating the Correctly named file, and 1 for writing full names in the file)</i>	02		
5. Saved the file in the previously created folder, and Protected the file using the Password "FILE123" <i>(1 mark for saving the file in the previously created folder, and 2 marks for applying the right password to the folder)</i>	03		
6. Defragmented Drive C of the provided computer.	06		