

061006T4ICT
ICT TECHNICIAN LEVEL 6
IT/OS/ICT/CR/8/6
MANAGE INFORMATION SYSTEM
JULY/AUGUST 2023



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

OBSERVATION CHECKLIST

TIME: 3 HOURS

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate perform the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front.
4. The candidate should not have any written material.

OBSERVATION CHECKLIST

Candidate's Name			
Candidate's Registration Code			
Assessor's Name			
Assessor's Registration Code			
Unit(s) of competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
Task 1:			
Create MS Excel tool to capture data			
i. Designed MS Excel Spreadsheet with labels for month, sales, cost, expenses	4		
ii. Captured monthly values for sales	2		
iii. Captured monthly values for cost	2		
iv. Captured monthly values for other expenses	2		
(Award marks as indicated = 10 marks)			
Sub-total 1	10		
Task 2:			
Manipulate and analyse the data			
i. Developed an excel formula to determine the profit for each month. (Sales minus cost minus expenses)	4		
ii. Displayed a row with profits for 12 months. Each profit value	4		

should be correctly generated by the formula			
iii. Calculated the average profit for the year. Must use a formula	3		
iv. Determined the months with profits of above 30%. (profit/totalcost)x100 <i>(Award marks as indicated = 15 marks)</i>	4		
Sub- total 2	15		
Task 3:			
Visually display the data			
i) Created a line chart to visually display the profits for each month	5		
ii) Used an appropriate chart to compare the costs of goods vs other expenses for every month (clustered column chart) <i>(Award marks as indicated = 10 marks)</i>	5		
Sub-total 3	10		
Task 4:			
Propose and communicate decisions			
i. Prepared a 2 page MS word document addressed to THE MANAGEMENT and bearing candidate's name	3		
ii. Proposed THREE (3) changes that could be made to improve profits	6		
iii. Named the document "PROPOSAL TO IMPROVE PROFITS"	2		
	2		

iv. Created a folder on the desktop and name it “MIS EXAM”	2		
v. Printed the proposal <i>(Award marks as indicated = 15 marks)</i>			
Sub- total 4	15		
Total	50		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets at least 50%)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate’s Signature		Date	
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Assessor’s/ verifier’s signature		Date	
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