

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CC/01/4/A

USE ICT DEVICES

July/August 2023



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

ASSESSOR'S GUIDE WRITTEN ASSESSMENT

OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	Use of ICT Devices		
Venue of Assessment			
Date of assessment			
<i>(Award marks if the candidate performed the task correctly and no marks if the candidate did not perform the task correctly. Give a brief comment where marks have been awarded.)</i>			
Items to be evaluated:	Marks Available	Marks Obtained	Comments
Task 1			
a) Powered ON the computer. <i>(Award 2 marks if able to power on the computer observing all the safety procedures)</i>	2		
b) Created a folder on the desktop and name it TVET <i>(Award 2 marks for creating, 1 mark for renaming)</i>	3		
c) Opened a word document <i>(Award 2 marks or 0)</i>	2		
d) Pinned the WORD document created on the task bar <i>(Award 3 marks or 0)</i>	3		
e) Screen shot and inserted the image in the word document opened. <i>(Award 2 marks for screen shot and 2 marks for inserting)</i>	4		
f) Inserted the details. <i>(Award 2 marks for typing, 2 marks for drop cap)</i>	4		
g) Inserted a blank page <i>(Award 2 marks or 0)</i>	2		
h) Enter a header of your name and index number and a footer with name of your school in the document. <i>(Award 3 marks for header, Your name, index. 1 mark for footer, 1 mark for school name)</i>	5		
i) Created a water mark of STRUCTURED in the document <i>(Award 3 or 0)</i>	3		
j) Save the work as CDAAC on the TVET folder created <i>(Award 1 mark for saving)</i>	1		

Task 2			
a) Inserted the table <i>(Columns 1 mark per column with data, 2 marks for bolding column heads)</i>	8		
b) Italicized the headings of the table. <i>(Award 2 marks or 0)</i>	2		
c) Save the work as SUCCESS on the folder created. <i>(Award 1 mark for saving)</i>	1		
TOTAL MARKS	40		

The candidate was found to be:

Competent Not yet competent *(Please tick as appropriate)*

(The candidate is competent if she/he gets 8 out of the 15 items correct (above 50%). In addition, the candidate must get items 2,3,5,7,10,11,13 and 15 correct)

Feedback from candidate:

Feedback to candidate:

Candidate's signature:

Date:

Assessor's signature:

Date: