

**061006T4ICT**  
**ICT TECHNICIAN LEVEL 6**  
**IT/OS/ICT/CR/2/6**  
**INSTALL COMPUTER SOFTWARE**  
**July/August 2024**



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

### **OBSERVATION CHECKLIST**

#### **INSTRUCTIONS TO ASSESSOR**

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

**This guide consists of THREE (3) printed pages.**

**Assessor should check the guide to ascertain that all the pages are printed as indicated and that no questions or answers are missing.**

## OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Unit(s) of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b> <i>(Award appropriate marks for each item evaluated)</i>	<b>Marks available</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>TASK</b>			
1. Verified systems requirements according to software specification <i>(Award 2 marks if done, otherwise zero)</i>	3		
2. Backed up data before installation <i>(Award 3 marks if done, otherwise zero)</i>	3		
3. Launched the installation wizard or executable file <i>(Award 2 marks if done, otherwise zero)</i>	3		
4. Selected the installation directory <i>(Award 2 marks if selected, otherwise zero)</i>	3		
5. Installed windows 10 operating system <i>(Award 10 marks if done, otherwise zero)</i>	10		
6. Configured the operating system as follows. i. Set the language to English United Kingdom) ii. Country or region to Kenya iii. Regional format data: Calendar: Gregorian calendar First day of the Week: Monday Short date: 09/06/2024 Long date: 09 June 2024 Short time: 11:05 Long date: 11:05:10	14		

iv. Date and time: set time automatically v. Speech: voices to Microsoft Mark vi. Changed background to slideshow: change picture every 1 minute vii. Colors to dark <i>(Award 1 marks for each 1×14)</i>			
7. Activated windows 10 operating system <i>(Award 5 marks for correct activation or procedure 5×1)</i>	5		
8. Installed Microsoft Office 2013 <i>(Award 9 marks for correct installation 9×1)</i>	9		
<b>Total marks</b>	<b>50</b>		
<b>The candidate was found to be:</b> (Please tick (√) as appropriate)			
Competent <input type="checkbox"/>	Not yet competent <input type="checkbox"/>		
<i>The candidate is competent if they score 50% of total marks</i>			
<b>Feedback from candidate:</b>			
<b>Feedback to candidate:</b>			
<b>Candidate's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	