

**021105T4GPH**

**GRAPHIC DESIGN LEVEL 5**

**VA/OS/GD/CR/02/5/A**

**Create Digital Graphics**

**March/April 2025**



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

**OBSER**

**CKLIST**

**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

**OBSERVATION/PRODUCT CHECKLIST**

|                                                |                                |
|------------------------------------------------|--------------------------------|
| <b>Candidate's name &amp; Registration No.</b> |                                |
| <b>Assessor's name &amp; Reg. code</b>         |                                |
| <b>Unit(s) of Competency</b>                   | <b>Create Digital Graphics</b> |
| <b>Venue of Assessment</b>                     |                                |
| <b>Date of assessment</b>                      |                                |

**PART 1: OBSERVATION CHECK LIST**

Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)

| <b>Items to be evaluated:</b> | <b>Marks<br/>Awarded</b> | <b>Marks<br/>Obtained</b> | <b>Comments</b> |
|-------------------------------|--------------------------|---------------------------|-----------------|
|-------------------------------|--------------------------|---------------------------|-----------------|

**PART 1: OBSERVATION CHECKLIST**

|                                                         |           |  |  |
|---------------------------------------------------------|-----------|--|--|
| <b>TASK 1: GENERATING POSTER SKETCHES</b>               |           |  |  |
| 1. Prepared a working area as per the stud requirements | <b>2</b>  |  |  |
| 2. Selected appropriate tools as per SOPs               | <b>2</b>  |  |  |
| 3. Analyzed project scope as per the brief              | <b>2</b>  |  |  |
| 4. Created a digital mood board                         | <b>5</b>  |  |  |
| 5. Sketched layout design for the poster                | <b>4</b>  |  |  |
| 6. Sketched text area for the poster                    | <b>3</b>  |  |  |
| 7. Suggested colour palette                             | <b>4</b>  |  |  |
| 8. Suggested images through research                    | <b>3</b>  |  |  |
| 9. Sketched selected images                             | <b>3</b>  |  |  |
| <b>Sub-Total 1</b>                                      | <b>28</b> |  |  |

**PART 2: PRODUCT CHECKLIST**

|                                     |          |  |  |
|-------------------------------------|----------|--|--|
| <b>TASK 2: CREATE POSTER DESIGN</b> |          |  |  |
| 10. Designed poster design layout   |          |  |  |
| • Relevant typography               | <b>1</b> |  |  |

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|                                                                                                                                                                                                                           |                      |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|--|
| <ul style="list-style-type: none"><li>• Relevant call to action</li><li>• Inclusion of date ,time</li><li>• Relevant choice of colours</li></ul>                                                                          | <b>1<br/>1<br/>1</b> |  |  |
| 11. Designed and laid out relevant images and icons                                                                                                                                                                       | <b>4</b>             |  |  |
| 12. Determined colour palette                                                                                                                                                                                             | <b>4</b>             |  |  |
| 13. Edited photos to suit the poster layout                                                                                                                                                                               | <b>4</b>             |  |  |
| 14. Presented digital mood board                                                                                                                                                                                          | <b>4</b>             |  |  |
| 15. Presented hard copy sketches                                                                                                                                                                                          | <b>4</b>             |  |  |
| 16. Presented digital poster sketches                                                                                                                                                                                     | <b>4</b>             |  |  |
| 17. Presented digital files for poster design                                                                                                                                                                             | <b>4</b>             |  |  |
| <b>Sub-Total 2</b>                                                                                                                                                                                                        | <b>32</b>            |  |  |
| <b>GRAND</b>                                                                                                                                                                                                              | <b>60</b>            |  |  |
| <b>AS                      UTCOME</b>                                                                                                                                                                                     |                      |  |  |
| The candidate was found to be:<br><br>Competent <input type="checkbox"/> Not yet Competent <input type="checkbox"/><br>(Please tick as appropriate)<br>(The candidate is competent if the candidate obtains at least 50%) |                      |  |  |
| <b>Feedback from candidate:</b>                                                                                                                                                                                           |                      |  |  |
| <b>Feedback to candidate:</b>                                                                                                                                                                                             |                      |  |  |
| Candidate's signature:                                                                                                                                                                                                    | Date:                |  |  |
| Assessor's signature:                                                                                                                                                                                                     | Date:                |  |  |

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