

**021105T4GPH**  
**GRAPHIC DESIGN LEVEL 5**  
**VA/OS/GD/CR/03/5/A**  
**Produce Graphic Illustrations**  
**March/April 2025**



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

**OBSERVATION CHECKLIST**

**INSTRUCTIONS TO THE ASSESS**

1. Asses the candidate as the practi 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 Code</b>                                                                   |                                      |                       |                 |
| <b>Assessor's Name &amp; Registration Code</b>                                                                    |                                      |                       |                 |
| <b>Unit(s) of Competency</b>                                                                                      | <b>Produce Graphic Illustrations</b> |                       |                 |
| <b>Venue of Assessment</b>                                                                                        |                                      |                       |                 |
| <b>Date of assessment</b>                                                                                         |                                      |                       |                 |
| <b>Items to be evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i> | <b>Marks available</b>               | <b>Marks obtained</b> | <b>Comments</b> |
| <b>PART 1: OBSERVATION CHECKLIST</b>                                                                              |                                      |                       |                 |
| <b>TASK 1: BOOK COVER AND CHARACTER SKETCHING</b>                                                                 |                                      |                       |                 |
| 1. Prepared a working area as per requirements                                                                    | 3                                    |                       |                 |
| 2. Selected appropriate tools as per SOPs                                                                         | 3                                    |                       |                 |
| 3. Sketched layout design for the cover page                                                                      | 3                                    |                       |                 |
| 4. Sketched text areas for the cover                                                                              | 3                                    |                       |                 |
| 5. Sketched image areas for the cover                                                                             | 4                                    |                       |                 |
| 6. Sketched character design                                                                                      | 5                                    |                       |                 |
| <b>SUB-TOTAL 1</b>                                                                                                | <b>21</b>                            |                       |                 |
| <b>PART 2: PRODUCT CHECKLIST</b>                                                                                  |                                      |                       |                 |
| <b>TASK 2: DESIGN THE MAIN CHARACTER</b>                                                                          |                                      |                       |                 |
| 7. Created detailed design of main character                                                                      |                                      |                       |                 |
| • Creativity                                                                                                      | 5                                    |                       |                 |
| • Relevance                                                                                                       | 5                                    |                       |                 |
| • Visual appeal                                                                                                   | 5                                    |                       |                 |
| <b>SUB-TOTAL 2</b>                                                                                                | <b>15</b>                            |                       |                 |
| <b>TASK 3: COVER PAGE DESIGN</b>                                                                                  |                                      |                       |                 |
| 8. Designed book cover                                                                                            |                                      |                       |                 |
| • Creative and Expressive                                                                                         | 5                                    |                       |                 |
| • Accurate and Clear                                                                                              | 4                                    |                       |                 |
| • Well composited and Versatile                                                                                   | 5                                    |                       |                 |
| 9. Presented cover sketches                                                                                       | 4                                    |                       |                 |

|                                                                                                                                                                                                                                                                                     |           |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
| 10. Presented image sketches                                                                                                                                                                                                                                                        | 4         |  |  |
| 11. Presented character sketches                                                                                                                                                                                                                                                    | 4         |  |  |
| 12. Presented character digital files                                                                                                                                                                                                                                               | 4         |  |  |
| 13. Presented cover digital files                                                                                                                                                                                                                                                   | 4         |  |  |
| <b>SUB-TOTAL 3</b>                                                                                                                                                                                                                                                                  | <b>34</b> |  |  |
| <b>Grand Total</b>                                                                                                                                                                                                                                                                  | <b>70</b> |  |  |
| <b>ASSESSMENT OUTCOME</b>                                                                                                                                                                                                                                                           |           |  |  |
| <b>The candidate was found to be:</b><br><div style="text-align: center;"> Competent <input type="checkbox"/>      Not yet competent <input type="checkbox"/><br/> (Please tick as appropriate) </div><br><i>(The candidate is competent if the candidate obtains at least 50%)</i> |           |  |  |
| <b>Feedback from candidate:</b><br><br>                                                                                                                                                                                                                                             |           |  |  |
| <b>Feedback to candidate:</b><br><br>                                                                                                                                                                                                                                               |           |  |  |
| <b>Candidate's Signature</b> <span style="float: right;"><b>te</b></span><br><br>                                                                                                                                                                                                   |           |  |  |
| <hr style="border-top: 1px dashed black;"/>                                                                                                                                                                                                                                         |           |  |  |
| <b>Assessor's Signature</b> <span style="float: right;"><b>Date</b></span><br><br>                                                                                                                                                                                                  |           |  |  |
| <hr style="border-top: 1px dashed black;"/>                                                                                                                                                                                                                                         |           |  |  |