

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/02/5

Install Computer Software

July/August 2025



**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. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code	
Assessors Name & Registration Code	
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: Install and configure Operating System			
1. Verified that the installation media was functional and appropriate for the OS. • Checked media type (USB/DVD) • Confirmed that it boots properly <i>(Award 2 marks for each)</i>	4		
2. Determined source of software installation files. Open source /leased/purchased <i>(Award mark for each)</i>	3		
3. Backed up data <i>(Award 3 marks)</i>	3		
4. Confirmed that the target computer the minimum system requirements. – Verified CPU – Verified RAM – Verified disk size – Ensured compatibility with selected OS <i>(Award 1 mark for each)</i>	4		
5. Successfully accessed and configured BIOS/UEFI to boot from installation media. – Entered BIOS/UEFI – Changed boot order – Saved and exited correctly <i>(Award 2 marks for each)</i>	8		

6. Selected the correct language, keyboard layout, and time zone during installation. – Chose appropriate system language – Set correct keyboard layout – Set the correct time zone <i>(Award 2 marks for each)</i>	6		
7. Performed a clean installation and applied a suitable partitioning scheme as guided. – Chose clean install option – Deleted or created partitions – Created new partitions – Applied correct file system – Completed installation as per steps in installation manual <i>(Award 2 marks each)</i>	10		
8. Created a user account with a valid username and secure password. – Entered user details – Created a password – (Optional) Set computer name <i>(Award 2 marks for each)</i>	8		
9. Allowed installation to complete successfully and removed installation media when required. – Monitored installation progress – Restarted system as prompted – Removed boot media <i>(Award 2 marks for each)</i>	6		
10. Configured the network and verified	12		

internet connectivity post-installation. – Connected to Wi-Fi or Ethernet – Checked for IP assignment – Opened browser to test internet <i>(Award 4 marks for each)</i>			
11. Adjusted display settings to optimal resolution for the monitor. – Accessed display settings – Set recommended resolution – Verified screen clarity <i>(Award 2 marks for each)</i>	6		
12. Set the correct date and time and enabled automatic synchronization. – Adjusted date/time settings – Enabled auto-sync with time server Verified time accuracy <i>(Award 2 marks for each)</i>	4		
13. Verified and updated regional settings (language, number, time, and currency format). – Checked system locale settings – Updated formats to match region – Saved and applied changes <i>(Award 2 marks for each)</i>	6		
Opened a web browser and text editor to confirm functionality and documented challenges with solutions. – Launched web browser and confirmed access – Opened text editor and saved sample – Wrote short report on challenges and solutions <i>(Award 2 marks for each)</i>	6		

14. Performed software test (Award 3marks)	3		
15. Generated test report (Award 4 marks)	4		
16. Documented challenges encountered (Award 4 marks)	4		
SUB TOTAL	97		
TASK 2: INSTALL AND CONFIGURE			
1. Identified computer software. (award 2 marks)	2		
2. Wore PPE (award 2 marks)	2		
3. Identified software acquisition methods. Buying Leasing Open source/downloading (Award 1 mark for any 3 correct)	3		
4. Identified Software specifications for a graphics design software and computer resource requirements. i. Review minimum and recommended requirements ii. Used “System Information” tool to verify PC specs iii. Documented findings in a simple checklist (Award 1 mark for any 3 correct)	3		
5. Downloaded the installer i. Navigate to the official website (e.g., https://www.gimp.org or https://www.adobe.com) ii. Download the installer (.exe for	4		

Windows or .dmg for macOS) (Award 2 marks for each step)			
6. Installed software as per the installation manual provided. i. Run as Administrator ii. Accept license iii. Choose components iv. Select install directory v. Launch the software to confirm installation success (Award 2 marks for each step)	10		
7. Configured software as per the installation manual provided. i. Set default file format (e.g., PNG, JPG, PSD) ii. Configured UI theme and layout iii. Adjusted performance s (memory usage, cache size) iv. Add plug-ins or brushes if needed v. Saved configuration (Award 2 marks for each step)	10		
8. Set software parameters per the software manual • Complete. • Consistent. • Feasible. • Modifiable. (Award 1 marks for each step)	4		
9. Determined software functionality according to the functionality testing	7		

performed. i. Opened a sample image file ii. Performed basic editing tasks: • Crop • Resize • Apply filter • Export image in another format iii. Saved edited file to desktop <i>(Award 1 marks for each)</i>			
10. Created a short installation and Test report generated. (used word or google docs) Include: i. Software name and version ii. Installation steps iii. Configuration made iv. Screenshots (optional) v. Test results summary <i>(Award 5 marks)</i>	5		
SUBTOTAL	50		
GRAND TOTAL	147		
PERCENTAGE %	100%		
ASSESSMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet Competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from the Candidate:			

Feedback to the Candidate:	
Candidate Signature _____	Date: _____
Assessor's Signature _____	Date _____