

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/2/5

Install Computer Software

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

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 CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Kindly award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
TASK 1:			
1. Prepared for the installation • Checked the system requirements from installation manual • Checked the system requirement from the computer • Connected the installation media • Located the installation folder <i>(Award marks as indicated)</i>	1 2 1 1		
2. Performed the actual installation • run the installation file <i>(award 2 marks for running correct file)</i> • successfully installed MS office <i>(Award 1 mark for each step, $1 \times 4 = 4$)</i> • activated MS office <i>(Award 1 mark for each correct step, $1 \times 3 = 3$)</i> • customized MS office <i>(Award 1 mark for each correct, $1 \times 4 = 4$)</i> • installed required plugins <i>(Award 2 marks for correct installation)</i> • Tested the MS Office installation Word Excel PowerPoint Publisher	2 4 3 4 2 10		

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Sub-Total 2	20		
GRAND TOTAL	50		
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	
_____		_____	