

081106T4AGP

Agriprenuer Level 6

AGR/OS/AP/CR/07/6

Apply ICT in Agri-enterprise

July/August 2025



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

ASSESSOR'S OBSERVATION CHECKLIST

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practice candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.

This paper consists of FIVE (5) printed pages

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's 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 1: Install Microsoft Excel in a computer			
1. Wore appropriate attire and identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code. <i>(Award one mark)</i>	1		
2. Initiated the installation of Microsoft Excel: i. Switched on the computer ii. Inserted the installation dis computer: iii. Entered the product key iv. Chose installation options as indicate in the screen v. Accepted license terms vi. Clicked "Install" to begin installation process vii. Clicked "Finish" to complete the installation process viii. Activated the Excel by entering the product key as indicated in the computer screen ix. Checked updates for security features x. Verified the installation and confirmed that Excel is functioning properly	10		

<i>(Award one mark for each correct step, max mark = 10)</i>			
Sub Total marks	11		
TASK 2: To record production, sales and income statement of the farm using Microsoft Excel			
3. Created a new Work book. <i>i. Opened a new Work book:</i> <i>a. Saved the work book with the appropriate name.</i> <i>(Award one mark, = 1)</i> <i>b. Created three excel sheets</i> <i>(Award one mark for each sheet, max mark = 3)</i> <i>c. Named the sheets appropriately at the bottom of the document.</i> <i>(Award one mark for each sheet, = 3)</i> <i>ii. Created data columns for production record</i> • Item • Quantity <i>(Award one mark for each sheet, max mark =2)</i> <i>iii. Created data columns for sales record</i> • Item • Quantity • Price • Total value <i>(Award one mark for each sheet, max mark = 4)</i> <i>iv. Created data columns for income statement</i> • Expenses • Amount • Receipts • Amount	19		

<i>(Award one mark for each sheet, max mark = 4)</i> v. Used appropriate fonts and borders • Font • Borders <i>(Award one mark each, max marks = 2)</i>			
4. Properly entered data. • Correctly entered production data • Correctly entered sales data • income statement data into the Excel spreadsheet <i>(Award 4 marks for each data set correctly entered in appropriate column x 6)</i>	12		
5. Compute the data using Microsoft Excel a. Correctly calculated: • Total expenses • Total receipts • Net income <i>(Award 2 marks for each correct calculation, max marks = 6)</i>	6		
6. Appropriately named, saved the Excel spreadsheet and printed a copy of the document • Saved the excel document in a folder in the desktop of the computer drive • Printed one copy of the document <i>(Award 1 marks for each correct step, max mark = 2)</i>	2		
SUB TOTAL	39		
Total Marks	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 candidate:	
Feedback to candidate:	
Candidate's Signature _____	Date _____
Assessor's Signature _____	Date _____

Note to Assessor: Completed Income statement guide in marking activity number 5.

Income statement for December 2024

Expenses	Amount	Receipts	Amount
Layers Mash	8000	Eggs	28000
Broilers Mash	6000	Broilers	30000
Wages	15000	Bales Grass	40000
Dairy Meal	5600	Milk	67500
CAN	5000		
Drugs	3200		
Income	122700		
	165500		165500