

@ Sept-Dec 2023



KINANGO TECHNICAL AND VOCATIONAL COLLEGE

Assessment date : Sept-Dec 2023
Qualification Title : ICT TECHNICIAN LEVEL 6
Qualification code : IT/OS/ICT/CR/3/6
Class : Level 6 May 22
Unit of Competency : **Control ICT Security Threats**
Trainer : Mr. Mugo

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. In this assessment, you will be required to perform the following tasks:
 - a. **Task 1: Data backup**
 - b. **Task2: antivirus**
2. You're given 10 minutes to read through the tasks and confirm the availability of the resources
3. All tasks carry

You are provided with the following resources:

CANDIDATES INSTRUCTIONS

1. In this assessment, you will be required to control, ICT Security Threats.
2. You are given **10 minutes** to read through the tasks and confirm the availability of the resources
3. The assessor will record your performance at critical points using audio-visual means
4. All tasks carry **30** marks
5. You are provided with the following resources:
 - i. Working Computer
 - ii. Microsoft Office 2013
 - iii. Internet
 - iv. Printer

Task 1: Data back-up

(20 Marks)

1. Insert Microsoft Office 2013 disk
2. Install the Microsoft Office 2013
3. Create a folder on the desktop and name it 'Practical'
4. Open any application and type your name, candidate number and save it in the above folder
5. Create and save a document in Microsoft Word, name it KTVC_1, and save 'Practical' Folder.
6. Perform a backup procedure of the folder created into a separate storage partition or drive.
7. Encrypt the drive or the partition using a bit-locker.
8. Set a strong password and save the password in your email. The password should contain letters, numbers, and symbols.
9. Take screenshots at every step.
10. Create a Ms. Word document and save the screenshots of the backed-up data. Label all the screenshots appropriately and encrypt the document. Convert the document to pdf format and print it.

Task 2: Antivirus

(10 Marks)

1. Download any antivirus
2. Install the antivirus
3. Perform a quick scan in one partition
4. Screenshot the process of downloading and installation.
5. Paste it in a Word document and Print.

OBSERVATION CHECKLIST

Candidate's Name			
Candidate's Registration Code			
Assessor's Name			
Assessor's Registration Code			
Unit(s) of competency	INSTALL COMPUTER SOFTWARE		
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>			
Task 1: Data back-up			
1. Inserted Microsoft Office 2013 disk <i>(Award 1 mark or zero)</i>	1		
2. Installed the Microsoft Office 2013 <i>(Award 4 marks correct installation)</i>	4		
3. Created a folder on the desktop and named it 'Practical' <i>(Award 2 marks or zero).</i>	2		
4. Opened any application typed name, and candidate number, and saved it in the above folder. <i>(Award 2 marks or zero)</i>	2		
5. Created and saved a document in Microsoft Word, named it KTVC_1, and saved it in the 'Practical' Folder. <i>(Award 2 marks or zero)</i>	2		

6. Perform a backup procedure of the folder created into a separate storage partition or drive. <i>(Award 3 marks or zero)</i>	3		
7. Created Encrypt the drive or the partition using a bit-locker. <i>(Award 5 marks or zero)</i>	5		
8. Set a strong password and save the password in your email. The password should contain letters, numbers, and symbols <i>(Award 3 marks or zero)</i>	3		
9. Create a Ms. Word document name it screenshots and save the screenshots. <i>(Award 2 marks or zero)</i>	2		
10. Label all the screenshots appropriately and encrypt the document. <i>(Award 3 marks or zero)</i>	3		
11. Convert the document to pdf format and print it. <i>(Award 3 marks or zero)</i>	3		
Subtotal marks	30		

Task 2: Antivirus				
10. Downloaded any antivirus (Award 2 marks or zero)		2		
11. Installed the antivirus (Award 3 marks or zero)		3		
12. Performed a quick scan in one partition (Award 2 marks or zero)		2		
13. Screen-shot the downloading and installation process, Paste it into a Word document created in task 1, and print. (Award 3 marks or zero)		3		
Subtotal marks		10		
	Total marks	30		
ASSESSMENT OUTCOME				
The candidate was found to be: Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> (Please tick as appropriate) (The candidate is competent if s/he gets at least 50% and above)				
Feedback from the candidate:				
Feedback to the candidate:				
Candidate's Signature		Date		
_____		_____		
Assessor's/ verifier's signature		Date		
_____		_____		