



## KINANGO TECHNICAL AND VOCATIONAL COLLEGE

### ICT DEPARTMENT

### JULY 2024 CDACC INTERNAL ASSESSMENT

**Qualification Code:**

**Qualification:** ICT technician Level 6

**Unit Code:**

**Unit of Competence:** Install Computer Software

Name of the candidate: .....

Registration Code of the Candidate: .....

Date: .....

Signature: .....

Trainer: .....

### PRACTICAL ASSESSMENT

Time: 3 Hours

#### **INSTRUCTIONS TO CANDIDATE**

1. This assessment requires the candidate to demonstrate competence against unit of competency: Install Computer Software
2. In this assessment, you will be required to perform one (1) practical task.
3. Write your name, registration code, date and sign in the practical assessment attendance register.
4. You have the first 10 minutes to read through the instructions carefully and to collect the tools/resources required for the task.
5. The assessor will record your performance at critical points using audio-visual means.

## **TASK 1: Perform Software Installation of Operating System**

- a. Switched on the computer and inserted the installation media(flash drive)
- b. Set bootup to start from the flash drive Select the local disc drive to install the OS.
- c. Format the drive to install the OS.
- d. Install the OS with the following settings:
  - I. Set the password as Ktvc
  - II. Set the correct local settings:
    - language – English
    - Country – Kenya
    - Time and date – current time
    - Name of Computer
- e. Accept the end user license agreement.

### **Testing the Installed Operating System**

- g. Restart the computer.
- h. Check the current date & time.
- i. Check the graphics and sound.
- j. Open a default application eg Disk Cleaner.
- k. Check System settings and confirm the OS version installed, system if 32- or 64-bit, RAM size.

## **Task 2: Installing Microsoft Office 2010 Word**

- a) Insert Microsoft Office 2010 CD into the drive.
- b) Read and accept the end-user license agreement.
- c) Choose the product to install.
- d) Install the software.
- e) Test the software installed.

### OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration Code</b>			
<b>Assessor's name &amp; Registration Code</b>	Mugo. E		
<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>TASK 1 (a) : Perform Software Installation of Operating System</b>			
a) Switched on the computer and inserted the installation media(flash drive) <i>(Award 1 mark for switching the computer on, and 1 mark for inserting the flash drive)</i>	<b>2</b>		
b) Set bootup to start from the flash drive. <i>(Award 2 marks for starting BIOS, one 1 for locating bootup options, 1 mark for setting the correct bootup drive)</i>	<b>4</b>		
c) Pressed a keyboard key when prompted to start OS from the flash drive. <i>(Award 1 mark)</i>	<b>1</b>		
d) Selected the local disc drive/partition to install the OS. <i>(Award 3 marks or 0)</i>	<b>3</b>		
e) Formatted the drive to install the OS <i>(Award 2 marks or 0)</i>	<b>2</b>		
f) Set the correct local settings i) language – English ii) Country – Kenya iii) Time and date – current time iv) Name of Computer <i>(Award each 1 mark)</i>	<b>4</b>		

g) Accepted the end user license agreement. <i>(Award 1 opening the EULA, 1 mark taking time to go through, 1 mark for component accepting)</i>	3		
<b>Testing the Installed Operating System</b>	2		
h) Set a strong and remembered administrator password <i>(Award 2 marks or 0)</i>			
i) Finalizing the installation process and the OS reaches the desktop. <i>(Award 2 marks or 0)</i>	2		
j) Switched computer off and ON again, bootup went through successfully. <i>(Award 1 mark for switch off and on, 1 mark for successful bootup)</i>	2		
k) Checked the current date & time. <i>(Award 1 mark or zero)</i>	1		
l) Checked the graphics and sound. <i>(Award 1 mark for each = 2 marks)</i>	2		
m) Opened default applications such as Disk Cleaner. <i>(Award 1 mark or zero)</i>	2		
n) Checked system settings and confirmed version installed, if the system is 32-bit or 64 bits. <i>(Award 2 marks for opening system information, 2 marks for system version, 2 marks system name)</i>	6		
<b>Task 2: Installing Microsoft Office 2010 Word</b>			
a) Inserted Microsoft Office 2010 CD into the drive. <i>(Award 2 marks or 0)</i>	2		

b) Read and accepted the end user license agreement. <i>(Award 2 marks or 0)</i>	2		
c) Choose the product to install. <i>(Award 2 marks or 0)</i>	2		
d) Install the Microsoft Office Word. <i>(Award 3 marks or 0)</i>	3		
e) Test the software installed. <i>(Award 3 marks for selecting recommended settings, 2 marks open a blank document and save)</i>	5		
<b>Total</b>	<b>50</b>		

<b>ASSESSMENT OUTCOME</b>	
<p><b>The candidate was found to be:</b></p> <p style="text-align: center;">             Competent <input type="checkbox"/>    Not yet competent <input type="checkbox"/> </p> <p><i>(Please tick as appropriate)</i></p> <p><b><i>(The candidate is competent if the candidate obtains 50% and Above)</i></b></p>	
<p><b>Feedback from candidate:</b></p>  	
<p><b>Feedback to candidate:</b></p>  	
<p><b>Candidate's Signature</b></p> <p>_____</p>	<p><b>Date</b></p> <p>_____</p>
<p><b>Assessor's Signature</b></p> <p>_____</p>	<p><b>Date</b></p> <p>_____</p>