

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/3/5

PERFORM COMPUTER REPAIR AND MAINTENANCE

NOV/DEC 2023



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

PRACTICAL ASSESMENT

Time: 3 Hours

INSTRUCTIONS TO THE ASSESSOR

You are required to mark the practical as the candidate performs the task.

OBSERVATION CHECKLIST

Candidate's name			
Candidate's Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	PERFORM COMPUTER REPAIR AND MAINTENANCE		
Venue of Assessment			
Date of assessment			
<p><i>(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)</i></p>			
Items to be evaluated:	Marks Available	Marks Obtained	Comments
Task 1 - Computer Disassembly & Assembly			
1. Observed safety precautions - Use of PPEs - Handling components <i>(Award 1 mark for each or zero)</i>	2		
2. Disassembled the computer - Removed Hard disk - Removed Memory - Removed Power supply - Removed CPU heat sink and fan - Removed Power button connectors - Removed USB connectors - Removed the motherboard. <i>(Award 1 mark for each or zero)</i>	6		
3. Assembled the computer - Installed the motherboard - Installed Hard disk	6		

<ul style="list-style-type: none"> - Installed Memory - Installed Power supply - Installed CPU heat sink and fan - Installed Power button connectors - Installed USB connectors <p><i>(Award 1 mark for each or zero)</i></p>			
<p>4. Computer started successfully.</p> <p><i>(Award 4 marks if computer starts correctly, 2 marks when it starts but does NOT load OS otherwise award zero)</i></p>	4		
<p>5. Screen printed the computer specification.</p>	2		
SubTotal	20		
Task 2 - System Upgrade			
<p>Opened any of the application within Microsoft office 2013 installed</p> <p><i>(Award 2 marks)</i></p>	2		
<p>Created a folder on the desktop, name it as “automatic”.</p> <p><i>(Award 2 marks)</i></p>	3		
<p>Created the a shortcut of Microsoft office word 2011</p>	2		
<p>Printed screen the desktop showing the shortcut and the folder created above</p> <p><i>(Award 3 marks)</i></p>	3		
<p>Paste the screen shot in a word document</p> <p><i>(Award 3 marks)</i></p>	3		
<p>Save the document as “<i>shortcut</i>” in the automatic folder created</p> <p><i>(Award 2 marks)</i></p>	2		
Sub total	15		
Task 3 - Office Outlook			
Opened outlook 2013 and set up a manual setup to			

an email account of your choice. (Award 4 marks)	5		
Print screens each step of Microsoft outlook configuration process above. (Award 1 mark for each max 4 or zero)	4		
Paste all the screen shots in a word document. (Award 1 mark for each max 4 or zero)	4		
Save the document as “Outlook configuration” in the automatic folder. (Award 3 marks)	2		
Sub total	15		
Total (Task1, Task2 and Task3)	50		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</p> <p style="text-align: center;"> <input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent </p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher of the items of evaluation correct)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:	Date:		
Assessor's signature:	Date:		