

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CR/05/4/A

USE OF THE INTERNET

NOV/DEC 2023



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

**ASSESSOR'S OBSERVATION
CHECKLIST**

TIME: 2 Hours

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the back and front.

OBSERVATION CHECKLIST

Candidate's name			
Candidate's Registration No			
Assessor's name & Reg. code			
Unit(s) of Competency	USE OF THE INTERNET		
Venue of Assessment			
Date of assessment			
<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>			
Items to be evaluated:	Marks allocated	Marks obtained	Comments
TASK 1:	25 MARKS		
a) Created a folder named <i>CDACC Practical</i> on the desktop (Award 2 marks zero as=1)	1		
b) i) Located the IP Address of the computer, (Award 2 marks or zero as indicated=2)	2		
ii) Screen captured and save as <i>IP Address</i> (Award 2 marks or zero as indicated=2)	2		
c) Performed following changes to the chrome browser. i) Changed search engine to Bing (Award 2 marks or zero as indicated=2)	2		
ii) Set the search engine shortcut to Tab (Award 2 marks or zero as indicated=2)	2		

iii) Changed font size to large <i>(Award 2 marks or zero as indicated=2)</i>	2		
iv) Set a theme to the browser <i>(Award 1 mark for each or zero=1)</i>	2		
d) Disabled any extensions present <i>(Award 3 marks or zero=3)</i>	3		
e) Set download directory of the browser to CDACCEXAM folder <i>(Award 4 marks or zero=4)</i>	4		
f) Activated show bookmarks on the left side of the browser <i>(Award 2 marks or zero=2)</i>	2		
g) Performed web Search for i) the word castle and filter to image only, <i>(Award 2 marks or zero as indicated=2)</i> ii) download the image and save it the CDACCEXAM folder as castle <i>(Award 1 mark or zero = 1)</i>	2 1		
TASK 2: Use of Email	25 MARKS		
a) Able to Login in into the email account <i>(Award 2 marks for each or zero=2)</i>	2		
b) Composed an e mail with the following details: i) Address to yourself ii) A subject of <i>castle</i> iii) Cc. to your address	1 1 2		

(Award marks for each as indicated or zero=4)			
c) Composed an email with the following: i) message body as given ii) bullets and bold iii) italic message:	2 2 3		
(Award marks for each as indicated or zero=7)			
d) Attached the picture <i>castle</i> (Award 2 marks or zero=2)	2		
e) Screen captured the windows and save it as <i>email</i> (Award 2 marks or zero=2)	2		
f) i) Zipped the CDACC EXAM folder and ii) Attached it to the mail composed	2 1		
(Award 2 marks for zip and 1 mark for attaching it or zero=2)			
g) Send the mail (Award 2 marks for zero=2)	2		
h) Captured the screenshot of the received email and paste in the WordPad document (Award 2 marks for zero=2)	2		
a) Saved the document as <i>file3</i> in <i>CDACC</i> <i>Practical</i> folder. (Award 1 marks for zero=1)	1		

TOTAL MARKS	50		
ASSESSMENT OUTCOMES			
<p>The candidate was found to be:</p> <p>Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:		Date:	
Assessor's signature:		Date:	