

**061006T4ICT**

**ICT TECHNICIAN LEVEL 6**

**IT/OS/ICT/CR/09/6**

**Perform Graphic Design**

**March/April 2025**



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

**PRACTICAL ASSESSMENT**

**INSTRUCTIONS TO ASSESSOR**

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

## OBSERVATION CHECKLIST

<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be Evaluated:</b> <i>kindly award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks allocated</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>TASK 1:</b>			
1. Identified correct drawing software for the design <i>(Award 1 mark or zero )</i>	<b>1</b>		
2. Identified appropriate graphic design template from the design software. <i>(Award 1 mark or zero)</i>	<b>1</b>		
3. Appropriate choice of the background colour <i>(Award 2 marks or zero)</i>	<b>2</b>		
4. Appropriate placement of the text in the template. <ul style="list-style-type: none"> <li>Eligibility of the courses <ul style="list-style-type: none"> <li>➤ Level 5- grade D+ <b>2</b></li> <li>➤ Level 6-grade C- <b>2</b></li> </ul> </li> <li>Timings (weekend/evening) <ul style="list-style-type: none"> <li>➤ Weekends (8.00am - 1.00pm) <b>2</b></li> <li>➤ weekdays (4.00pm – 7.00pm) <b>2</b></li> </ul> </li> <li>Admission deadline (5<sup>th</sup> January 2025) <b>2</b></li> <li>Course fee (ksh. 10,000/=) <b>2</b></li> <li>Phone number 0745484615 <b>2</b></li> <li>Email (<a href="mailto:tetucollege@yahoo.com">tetucollege@yahoo.com</a>) <b>2</b></li> </ul> <i>(Award 2 marks for each maximum 16)</i>			

<b>Sub- Total 1</b>	<b>20</b>		
<b>TASK 2:</b>			
1. Placed the following text correctly in the design <ul style="list-style-type: none"> <li>• Business name</li> <li>• Business description</li> <li>• Working hours</li> <li>• List of meals and their prices</li> <li>• Postal address</li> <li>• Phone number</li> <li>• Email address.</li> </ul> <i>(Award 2 marks for each maximum 14)</i>	2 2 2 2 2 2 2		
2. Inserted a food image. <i>(Award 2 marks or zero)</i>	2		
3. Saved the menu as “OTHAYA” in a folder called “MENU”. <i>(Award 1 mark or zero)</i>	1		
4. Printed the menu designed. <i>(Award 1 mark or zero )</i>	1		
<b>Sub-Total 2</b>	<b>18</b>		
<b>TASK 3:</b>			
1. Designed a business card having:- <ul style="list-style-type: none"> <li>a) Business name</li> <li>b) Address</li> <li>c) Phone number</li> <li>d) Services offered</li> </ul> <i>(Award 2 marks for each 2x4=8)</i>	2 2 2 2		

2. Included text and images on both sides. (Award 1 marks or zero )	<b>1</b>		
3. Applied borders to separate sections (Award 1 mark or zero )	<b>1</b>		
4. Saved as “COMPANY” in the folder named “KENCO”. (Award 1 mark or zero )	<b>1</b>		
5. Printed the designed business card (Award 1 mark or zero )	<b>1</b>		
<b>Sub-Total 3</b>	<b>12</b>		
<b>TOTAL</b>	<b>50</b>		

**ASSESSMENT OUTCOMES**

The candidate was found to be:  
 Competent ☐ Not yet competent ☐  
 (Please tick as appropriate)  
 (The candidate is competent if s/he gets 50% or higher)

**Feedback from candidate:**

**Feedback to candidate:**

**Candidate's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_