

061004T4ICT

ICT TECHNICIAN LEVEL 4

IT/OS/ICTA/CR/01/4/A

USE OF ICT DEVICES

NOV/DEC 2023



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

ASSESSOR'S PRACTICAL GUIDE

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 & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	USE OF ICT DEVICES		
Venue of Assessment			
Date of assessment			
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)			
Items to be evaluated:	Marks Awarded	Marks Obtained	Comments
Word processing	12		
1. Typed the entire document (Award 12 marks or zero)			
2. Spell checked the word document. (Award 4 marks or zero)	6		
3. Indented the paragraph starting with "it is a technique that..." (Award 2 marks or zero)	2		
4. Inserted page numbers at the bottom center of each page (Award 2 marks or zero)	2		
5. Saved the document as word processing1 (Award 2 marks or zero)	2		
6. Copied all paragraphs under Process control block to a new document (Award 4 marks or zero)	4		
7. Changed the page orientation to landscape. (Award 2 marks or zero)	2		

Searched and replaced all instances of the word “process” with the word “job: <i>(Award 2 marks or zero)</i>	2		
8. Inserted a header “Process Management” and footer with their name and registration. <i>(Award 4 marks or zero)</i>	4		
9. <i>Saved the document as word processing 2</i> <i>(Award 2 marks or zero)</i>	2		
10. Opened Word Processing 1 and copied the paragraph under Message Passing starting with “Is a technique...” to be the first paragraph. <i>(Award 3 marks or zero)</i>	4		
11. Saved the copied document as Word Processing 3. <i>(Award 2 marks or zero)</i>	2		
12. Printed <i>Word Processing, Word Processing 1, Word Processing 2, and Word Processing 3.</i> <i>(Award 2 marks for saving each part)</i>	6		
TOTAL	50		
The candidate was found to be: Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> <i>(Please tick as appropriate)</i> <i>(The candidate is competent if s/he gets 50% and above).</i>			
Feedback from candidate: 			

Feedback to candidate:			
Candidate's signature:	Date:		
Assessor's signature:	Date:		