Item 1: Scoring Guide

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces Jamal's situation of a slow computer and the need for file storage and security solutions.	01
Describes system maintenance solutions	- Identifies and explains at least 4 system maintenance methods (e.g., clearing cache, uninstalling unused software). (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	04
Explains file storage and security methods	- Identifies at least 4 storage and security practices (e.g., cloud storage, antivirus software). (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	04
Conclusion	Provides a relevant conclusion with recommendations for improving system performance and protecting files.	01
Format of presentation	Well-structured and logically organized response.	01
Total Score		**11**

Jamal is experiencing slow performance on his desktop computer, which he uses to edit and store photography for clients. He is also concerned about file storage and system security, especially when dealing with large photo files.

1. **System Maintenance Solutions:**

   o **Clearing Temporary Files and Cache**: Jamal should regularly delete temporary files and clear the cache on his computer to free up space and improve performance.

   o **Uninstalling Unused Software**: He should uninstall any software he no longer uses, which may be taking up memory and processing power.

   o **Upgrading RAM**: Adding more RAM to his system will help handle the demands of photo editing software.

   o **Disk Defragmentation**: Jamal can use the built-in disk defragmentation tool to organize fragmented files on his hard drive and improve loading times.

2. **File Storage and Security Methods:**

   o **Cloud Storage**: Jamal should use cloud storage services like Google Drive or Dropbox to back up his photos. This ensures that even if his computer crashes, his files are safely stored and accessible from anywhere.

   o **External Hard Drive**: For an offline backup solution, Jamal can use an external hard drive to store copies of his client files.

   o **Antivirus Software**: Installing antivirus software will help protect his system from malware, ensuring that his files remain secure.

   o **Regular Updates**: Jamal should keep his operating system and software updated to protect against vulnerabilities.

By maintaining his system through regular cleanups and upgrades, and using cloud storage and antivirus software, Jamal can improve his computer's performance and keep his client files safe.

Item 2: Scoring Guide

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the public computer access situation and the need for security measures.	01
Describes system setup for public access	- Identifies and explains at least 4 methods to restrict unauthorized access. (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	04
Explains security measures	- Identifies at least 4 security practices (e.g., firewalls, antivirus software). (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	04
Conclusion	Provides a relevant conclusion with recommendations for public access and security.	01
Format of presentation	Clear, structured, and logical format.	01
Total Score		**11**

ITEM 2: Expected Responses

The primary school wants to provide public access to computers but is concerned about ensuring security and preventing unauthorized access to sensitive data.

1. **Setting Up for Public Access:**

   o **User Profiles with Limited Access**: Each user should have a guest profile with limited access. Users should not be able to install software or access administrative settings.

   o **Automatic Logout**: The system should log out automatically after a certain period of inactivity, preventing unauthorized access if someone leaves the computer unattended.

   o **Content Filters**: Implement web content filters to block access to inappropriate or harmful websites.

   o **Usage Time Restrictions**: Restrict each session to a certain time limit to ensure all users have fair access to the computers.

2. **Security Measures:**

   o **Antivirus Software**: The school should install antivirus software on all public computers to prevent malware infections.

   o **Firewalls**: A firewall should be used to block unauthorized access to the school's network, ensuring that hackers cannot exploit security vulnerabilities.

   o **Data Deletion After Use**: Implement software that automatically deletes user data (e.g., browsing history, downloads) after each session.

   o **Encryption**: Sensitive information, such as saved login credentials, should be encrypted to prevent unauthorized access.

By setting up user profiles, implementing security measures such as firewalls and antivirus software, and limiting user access, the school can provide safe and secure public access to computers.

Item 3: Scoring Guide

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the computer literacy program for seniors and the challenges of teaching beginners.	01
Describes methods for simplifying lessons	- Identifies and explains at least 4 methods for creating beginner-friendly lessons. (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	04
Explains online safety strategies	- Identifies at least 4 online safety strategies (e.g., phishing prevention, secure browsing). (4 scores) - Identifies and explains 2-3 strategies. (3 scores) - Identifies and explains 1-2 strategies. (2 scores) - Identifies 1 strategy. (1 score)	04
Conclusion	Provides a relevant conclusion with recommendations for teaching and online safety.	01
Format of presentation	Clear and well-organized format.	01
Total Score		**11**

The community center's computer literacy program for seniors will teach basic skills, but the seniors have very little computer experience, so lessons need to be simplified.

1. **Simplifying Lessons:**

   o **Start with Basics**: Begin with simple tasks like turning on the computer, using the mouse, and navigating the desktop.

   o **Large Fonts and Simple Language**: Use large fonts and simple, jargon-free language in all lesson materials.

   o **Interactive Learning**: Provide hands-on learning opportunities, allowing the seniors to practice browsing, sending emails, and creating documents during the lessons.

   o **Step-by-Step Instructions**: Break down each task into small, manageable steps, with visual aids to guide the seniors.

2. **Online Safety Strategies:**

   o **Phishing Awareness**: Teach the seniors how to identify phishing emails, including looking for suspicious links or attachments.

   o **Secure Password Practices**: Emphasize the importance of strong, unique passwords and avoiding sharing personal information online.

   o **Safe Browsing**: Instruct them to only visit trusted websites and avoid downloading unknown files or clicking on pop-ups.

   o **Two-Factor Authentication**: Encourage the use of two-factor authentication for added security when logging into online accounts.

By simplifying lessons, using large fonts and step-by-step instructions, and teaching online safety practices, the instructors can help seniors gain essential computer skills while staying safe online.

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the patient management system setup and the need for secure access and data protection.	01
Describes secure system setup	- Identifies and explains at least 4 methods for access control and data protection. (4 scores) - Identifies and explains 2-3 methods. (3 scores) - Identifies and explains 1-2 methods. (2 scores) - Identifies 1 method. (1 score)	03
Explains backup and data protection strategies	- Identifies at least 4 methods for regular backups and compliance with laws. (3 scores) - Identifies and explains 2-3 methods. (2 scores) - Identifies and explains 1-2 methods. (1 score) - Identifies none of the method. (00 scores)	03
Conclusion	Provides a relevant conclusion with recommendations for system setup and compliance with data protection laws.	01
Total Score		11

ITEM 4: Expected Responses

The hospital is transitioning to a digital patient management system, requiring secure access, regular backups, and compliance with data protection laws.

1. **Setting Up Secure Access:**

   o **User Access Control**: Implement restricted access so that only authorized personnel can view and edit patient records.

   o **Password Protection and Two-Factor Authentication**: Each user should have a secure password and two-factor authentication to prevent unauthorized access.

   o **Encryption of Patient Data**: Encrypt all patient records to ensure that even if a data breach occurs, the information remains protected.

   o **Audit Logs**: Keep logs of who accesses or modifies patient records to maintain accountability.

2. **Backup and Data Protection:**

   o **Regular Cloud Backups**: As shown in the backup system image, patient records should be backed up to a secure cloud storage solution to prevent data loss in case of system failure.

   o **Automated Backup Schedule**: Set up automatic backups to occur daily or weekly, ensuring that no data is lost.

   o **Compliance with Data Protection Laws**: The system should comply with local and international data protection laws (e.g., GDPR) by ensuring data is stored securely and access is limited.

By implementing strong access control measures and regular backups, the hospital can securely manage patient records and ensure compliance with data protection laws.

Item 5: Scoring Guide

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the task of creating a digital magazine and the need to combine media.	01
Describes the process for creating the magazine	- Identifies and explains at least 4 steps for combining text, photos, and videos. (3 scores) - Identifies and explains 2-3 steps. (2 scores) - Identifies and explains 1-2 steps. (1 score) - Identifies none of the steps. (00 scores)	03
Explains methods for distributing the magazine	- Identifies at least 4 methods for storing and distributing the magazine on CD-R and via email. (3 scores) - Identifies and explains 2-3 methods. (2scores) - Identifies and explains 1-2 methods. (1 score) - Identifies none of the methods. (00 scores)	03
Conclusion	Provides a relevant conclusion with recommendations for magazine creation and distribution.	01
Total Score		**11**

The school is creating a digital magazine to be distributed to students on **Compact Discs (CD-R)** and via email for those with access. The magazine will include student articles, photos, and videos, but the staff needs help organizing and combining these elements.

Creating the Digital Magazine Using Microsoft Publisher

1. **Set Up the Magazine Layout**:

   o Open **Microsoft Publisher**, select a blank page or a magazine template, and set the page size to **A4 or Letter**.

   o Use **Text Boxes** for articles and the **Insert > Picture** option for images. Apply consistent formatting using the **Master Page** feature for headers, footers, and page numbers.

   o Maintain a **consistent color scheme** and layout throughout.

2. **Integrate Photos and Videos**:

   o Import photos by dragging them into the layout. For videos, upload them to **YouTube** or **Google Drive**, and insert **hyperlinks** next to relevant content. Add **captions** and ensure all links are clickable in the final PDF.

3. **Export the Magazine to PDF**:

   o Go to **File > Export > Create PDF/XPS Document**, ensuring that all **hyperlinks** and media links work before exporting the final version.

Distributing the Digital Magazine via Email

1. **Compress the File** (If Necessary):

   o If the PDF exceeds 25 MB, compress it into a **ZIP file** or upload it to **Google Drive/Dropbox** for sharing.

2. **Draft the Email**:

   o Use an email client (e.g., **Gmail or Outlook**) and write a subject line like *"[School Name] Digital Magazine - End of Year Edition"*.

- o Include a friendly introduction, attach the PDF or share the download link, and inform students that **CD-Rs** will be distributed during homeroom if needed.

3. **Send the Email**:

   - o Ensure the **attachments or links** are accessible and then send the email to the mailing list. Follow up if necessary.

Burning the Digital Magazine to CD-R Using Windows Explorer

1. **Prepare the CD-R**:

   - o Insert a **blank CD-R** into the computer's CD/DVD drive.

   - o Choose **"With a CD/DVD player"** for compatibility.

2. **Copy the Magazine PDF to the CD**:

   - o Open **File Explorer**, locate the **digital magazine PDF**, and drag it into the **CD/DVD drive** window.

3. **Burn the Magazine**:

   - o Click **"Burn to disc"** under **Drive Tools**, enter a **Disc Title** (e.g., *"School Digital Magazine 2024"*), and select the recording speed.

   - o Click **Next** to start the burning process.

4. **Test the CD**:

   - o Reinsert the CD to verify that the magazine opens correctly and all hyperlinks work.

5. **Label and Distribute the CD**:

   - o Label the **CD-R** Using a *Permanent Marker* and distribute it during holiday or at the designated time.

By following these detailed steps, the school can create and distribute the digital magazine efficiently using both **Compact Discs (CD-R)** and **email**. The magazine will be interactive and media-rich, providing students with a unique and engaging experience.

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