SCORING GUIDE AND EXPECTED RESPONSES

Item 1

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Identifies Rita's main challenges: difficulty with system startup, spreadsheet use, word processing, and the risk of data loss.	01
Describes ICT tools and practices to manage the business	- Identifies and explains at least 4 ICT tools and practices for system startup, spreadsheet use, and word processing. (4 scores) - Identifies and explains 2-3 tools. (3 scores) - Identifies and explains 1-2 tools. (2 scores) - Identifies and explains 1 tool. (1 score)	04
Explains methods for protecting data and preventing further loss	- Identifies at least 4 methods for data protection and prevention of data loss. (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 a solution or recommendation on how to manage Rita's business and protect her data.	01
Format of presentation	The response is structured in a formal, logical format.	01
Total Score		**11**

ITEM 1: Expected Responses:

Rita's business relies on a single computer to handle critical functions like inventory management, financial reporting, and customer data storage. However, she struggles with system startup issues, managing spreadsheets for finances, and risks losing important data due to crashes. Without proper ICT tools and practices, Rita's business operations are at risk.

1. **ICT Tools and Practices:**
    - **Uninterruptible Power Supply (UPS):** Protects against sudden power outages, preventing unexpected shutdowns and allowing Rita time to save her work.
    - **Microsoft Excel:** A reliable tool for handling her financial reports, tracking inventory, and processing sales, offering built-in templates for calculations and analysis.
    - **Microsoft Word:** Allows Rita to create and maintain business documents, such as customer communications, business reports, and letters.
    - **Backup Hard Drive/Cloud Storage (e.g., Google Drive/OneDrive):** Provides a secondary location for important files, ensuring her data is safe even if her computer crashes.
2. **Data Protection Measures:**
    - **Regular Backups:** Automate backups to cloud storage (e.g., OneDrive or Google Drive) to ensure that important business data, such as financial records and customer information, are not lost.
    - **Antivirus Software:** Install and maintain antivirus software like Norton or Avast to prevent malware and protect the computer from viruses.
    - **Password Protection and Encryption:** Secure sensitive files and customer data using strong passwords and encrypt important financial documents.
    - **Software Updates:** Regular updates to operating systems and applications like Windows and Office will ensure that any vulnerabilities are patched, reducing the likelihood of crashes and data loss.

By implementing regular backups, installing appropriate security software, and using reliable tools such as Excel and Word for managing her business, Rita can protect her data and ensure her business operations run smoothly without further interruptions.

SCORING GUIDE AND EXPECTED RESPONSES

Item 2

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the situation of outdated computers and addresses the need for secure data erasure and environmentally safe disposal.	01
Describes methods to securely erase sensitive data	- Identifies and explains at least 4 secure methods for data erasure. (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 environmentally safe disposal methods	- Identifies at least 4 methods for safe disposal of e-waste. (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 on how the school can manage data security and e-waste disposal.	01
Format of presentation	The response is well-structured and clear.	01
Total Score		**11**

ITEM 2: Expected Responses:

A primary school plans to replace its outdated computers, but they are concerned about the sensitive student data stored on these machines. Additionally, they need to ensure that the discarded computers are disposed of in an environmentally responsible manner to avoid contributing to e-waste.

1. **Secure Data Erasure Methods:**
    - **Full Disk Formatting:** Removes most data from the hard drives but is not entirely secure on its own, as data can still be recovered.
    - **DBAN (Darik's Boot and Nuke):** A free tool that completely wipes data from hard drives, ensuring student information cannot be recovered.
    - **Factory Reset with Data Shredding Software:** Perform a factory reset on each device, followed by the use of data-shredding software such as Eraser, which overwrites data multiple times.
    - **Physical Destruction of Hard Drives:** For highly sensitive data, physically destroy the hard drives by drilling holes or using a shredder.
2. **Environmentally Safe E-Waste Disposal Methods:**
    - **Recycling Centers:** Partner with certified electronic waste recycling centers to safely dispose of the computers, ensuring toxic materials like lead and mercury are handled responsibly.
    - **Donation:** Functional components of the old computers can be donated to organizations that refurbish technology for educational or charitable purposes.
    - **Component Reuse:** Salvage working parts, such as power supplies and RAM, for use in other systems or for future repair needs.
    - **Sell to Refurbishing Companies:** The school could sell the computers to companies that specialize in refurbishing and reselling old technology, thereby reducing waste.

The school should ensure that sensitive data is properly erased using secure data-shredding tools or physical destruction of hard drives. Additionally, partnering with certified e-waste recyclers will help manage the disposal process in an environmentally responsible way.

SCORING GUIDE AND EXPECTED RESPONSES

Item 3

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the health concerns of employees and the need for proper device management.	01
Describes health and safety recommendations	- Identifies at least 4 recommendations for improving health and safety. (4 scores) - Identifies and explains 2-3 recommendations. (3 scores) - Identifies and explains 1-2 recommendations. (2 scores) - Identifies 1 recommendation. (1 score)	04
Explains measures for managing unused electronic devices	- Identifies at least 4 methods for managing unused devices. (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 solutions for health and safety and device management.	01
Format of presentation	Well-structured and clearly explained.	01
Total Score		**11**

ITEM 3: Expected Responses:

A tech start-up has encountered health and safety issues among its employees due to prolonged ICT use. Additionally, unused electronic devices are accumulating in storage, which could lead to inefficient space management and environmental concerns.

1. **Health and Safety Recommendations:**
    - **Ergonomic Chairs and Desks:** Introduce adjustable furniture to ensure employees maintain proper posture while working for long hours.
    - **Breaks and Screen Adjustments:** Implement policies for taking regular breaks to reduce eye strain, back pain, and discomfort. Additionally, use anti-glare screens and ensure proper lighting in the workspace.
    - **Proper Sitting Posture:** Provide training on maintaining an upright posture and setting up the workstations ergonomically to prevent musculoskeletal problems.
    - **Eye Protection:** Encourage the use of blue light filters or software that adjusts screen brightness based on time of day to reduce eye strain.
2. **Managing Unused Electronic Devices:**
    - **Inventory Management:** Conduct an audit of all devices in storage, classifying them based on their condition and potential for reuse or refurbishment.
    - **Donation:** Donate functional devices to schools or non-profits that need access to technology.
    - **E-waste Recycling:** Partner with certified e-waste recycling companies to safely dispose of non-functional devices and ensure hazardous materials are handled correctly.
    - **Reuse Components:** Salvage usable components such as RAM, hard drives, and power supplies for future use in repairing other devices or building new systems.

Conclusion

By implementing ergonomic solutions in the workplace and managing unused devices through inventory audits, donation programs, and e-waste recycling, the start-up can improve both employee well-being and environmental sustainability.

SCORING GUIDE AND EXPECTED RESPONSES

Item 4

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the issue of file disorganization and the need for a public website.	01
Describes a file and folder management system	- Identifies at least 3 file management practices. (3 scores) - Identifies and explains 2 methods. (2 scores) - Identifies 1 method. (1 score)	03
Explains how to create and publish the website	- Identifies at least 3 website creation steps. (3 scores) - Identifies and explains 2 steps. (2 scores) - Identifies 1 step. (1 score)	03
Conclusion	Provides a relevant conclusion with a plan for file management and website creation.	01
Total Score		**8**

ITEM 4: Expected Responses:

The NGO is struggling to manage its research files and outreach reports, leading to data loss and duplication. They also need a user-friendly website to share their work with the public.

1. **File and Folder Management System:**
    - **Folder Structure:** Organize files by project or category (e.g., "Research Reports," "Outreach Programs") to reduce confusion and prevent data loss.
    - **Consistent Naming Conventions:** Use clear and consistent file names that include dates or project identifiers, such as "Report_Jan2024_v1.docx."
    - **Backup Procedures:** Implement automated backups using cloud storage or external hard drives to prevent loss of important documents.
2. **Creating the Website:**
    - **CMS (WordPress):** Use a simple content management system like WordPress, which allows non-technical staff to easily upload and manage content.
    - **Clear Navigation:** Ensure the website has a clean, intuitive navigation menu that organizes content into sections like "Reports" and "Outreach."
    - **Mobile Compatibility:** Ensure the site is mobile-friendly, as many users may access the website from their phones.

By implementing a logical folder structure and creating a well-organized website using WordPress, the NGO can better manage its data and reach a wider audience with its work.

SCORING GUIDE AND EXPECTED RESPONSES

Item 5

Competency (Basis of assessment)	Evidence: Skill/ability exhibited/Score	Score
Provides a focused introduction	Introduces the group's multimedia project and the need to combine text, images, and video.	01
Describes how to create a multimedia presentation	- Identifies at least 3 steps for multimedia creation. (3 scores) - Identifies and explains 2 steps. (2 scores) - Identifies 1 step. (1 score)	03
Explains how to structure for offline presentation	- Identifies at least 3 steps for structuring the presentation. (3 scores) - Identifies and explains 2 steps. (2 scores) - Identifies 1 step. (1 score)	03
Conclusion	Provides a relevant conclusion with recommendations on how to create and structure the presentation.	01
Total Score		**8**

ITEM 5: Expected Responses:

Paul and his classmates are tasked with creating a multimedia presentation on their school's history. They need to integrate text, images, and video clips into a cohesive presentation that can be viewed offline.

1. **Creating the Multimedia Presentation:**
    - **Microsoft PowerPoint:** Use PowerPoint to combine text, images, and video clips. Begin by organizing text chronologically, using bullet points to highlight key historical events.
    - **Image and Video Integration:** Insert historical photographs and short video clips using the "Insert" function. Make sure to resize images appropriately to maintain clarity and avoid cluttering the slides.
    - **Multimedia Enhancements:** Add transition effects between slides and use hyperlinks to navigate between different sections of the presentation, making it interactive.
2. **Structuring for Offline Presentation:**
    - **Save as PowerPoint Show:** Save the final presentation as a PowerPoint Show (.ppsx) so it runs automatically when opened, without needing PowerPoint installed.
    - **Link Sections for Easy Navigation:** Create interactive links on the title slide, allowing users to jump to specific sections of the school's history (e.g., "The 1950s").
    - **Export to Video:** Optionally, export the presentation to video format for easier offline sharing and viewing on different devices.

By using Microsoft PowerPoint and effectively integrating multimedia elements, Paul and his group can create a dynamic and interactive presentation that showcases their school's history in an engaging way.