# Project Assessment: Design script for automating processes

## Criteria

### Unit code, name and release number

ICTPRG405 - Automate processes (1)

### Qualification/Course code, name and release number

ICT40118 Certificate IV IT General

## Student details

### Student number

### Student name

Isaac Sherwood

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Isaac Sherwood 16/05/2020

Version: 1.0

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For queries, please contact:

Technology and Business Services SkillPoint

Ultimo College

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as required to develop algorithms and design code to automate processes. |
| **Assessment Event number** | 1 of 3 |
| **Instructions for this assessment** | This is a project-based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in two parts and includes an Assessment Checklist and Assessment Feedback form:   1. Develop pseudocode 2. Develop flowchart.   **Check the Assessment checklist to ensure that you’ve covered all the required tasks.** |
| **Submission instructions** | On completion of this assessment, you are required to upload it to the Learning Management System or hand it to your assessor for marking.   * Complete each of your assessment events and save your files with the event name and your own name – for example: Event1\_john\_smith. * Upload your assessment event files and any other additional attachments to the space provided in the online learning platform.   Note: If your assessment event requires you to use a different file naming convention (i.e. an organisation’s file naming convention), place this file name in the footer of the document then upload the file using the naming convention stated above.  Ensure you have written your name at the bottom of each page of your assessment.  Submit the following documents for each part:   * Part 1: Develop pseudocode   + This document * Part 2: Develop flowchart   + This document.   It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment, all questions must be answered correctly and all items in the Assessment Checklist must be marked Satisfactory. |
| **What do I need to provide?** | * A personal computer with internet access * A word processor e.g. Microsoft Word * USB drive or other storage method to save work to, with at least 500KB free space * Visio or other diagramming and vector graphics application (optional). |
| **What will the assessor provide?** | * Access to the Learning Management System. |
| **Due date and time allowed** | Indicative time to complete assessment:   * One hour. |
| **Assessment location** | This assessment may be completed outside of the classroom. |
| **Supervision** | This is an unsupervised, take-home assessment. Your assessor may ask for additional evidence to verify the authenticity of your submission and confirm that the assessment task was completed by you. |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Every Student’s Guide to Assessment](https://www.tafensw.edu.au/documents/60140/76288/Every+Students+Guide+to+Assessment+in+TAFE+NSW.pdf/cc2b5417-89a6-08f7-9a67-a0c2ff1e26ee). |

## Specific task instructions

### Scenario

In your role as Junior Cyber Security Analyst at [DataTrust](https://share.tafensw.edu.au/share/file/22c51ecc-efca-455e-a7f2-18847749f30c/1/dataTrust.zip/dataTrust/index.html), you’ve been asked to undertake some programming work for one of their clients.

The client, [Indigo Community Services and Health Hub](https://share.tafensw.edu.au/share/file/cb07ed67-65fa-49e5-9784-fa10b5eb9d3e/1/indigo.zip/indigo/index.html), takes on new customers every week. The customer service staff create a folder for each new customer, which is used to store all the communications and documents. This takes some time to create, so they’ve requested an automated solution for this process.

You’ve been instructed to write a Python script for the System Administrator to run on a weekly basis. The script should read the new customers’ names from a text file provided by the customer service team and create a folder for each name.

The administrator needs to run the script from DC1 Server. The folder is to be created on a shared folder located on the file server as specified in the table below. There is no username or password required to access the file server.

Table : Indigo file servers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Node name | Role | Location | IP address | Folder location |
| DC1 | Main server | Admin block | 10.12.15.56 |  |
| FS1 | File server | Admin block | 10.12.15.58 | \Administration\New\_Customers\ |

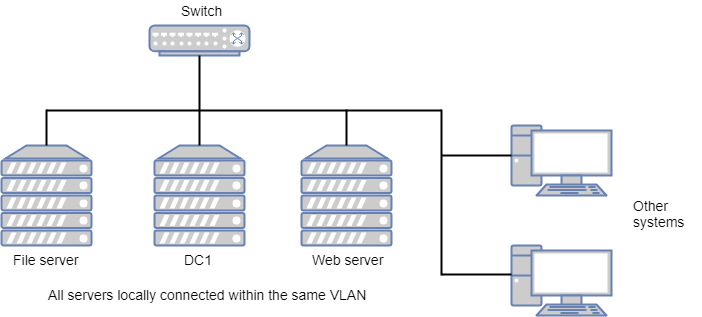


Figure : Indigo file server diagram

Attribution: Created for TAFE NSW 2019

## Part 1: Develop pseudocode

Develop an algorithm using pseudocode that is an appropriate solution to the scenario problem. Type or write your pseudocode into the box below.

Your algorithm must be:

* + precise
  + efficient
  + guaranteed to end.

It must also take account of all possible situations by using:

* + structures
  + sequence
  + selection
  + iteration.

START

Import module OS

READ CUSTOMER INFORMATION FROM TEXT FILE

STORE NAMES IN A LIST

FOR EACH NAME

Create path \\10.12.15.58\Administration\Customer\_Name

CREATE NEW FOLDER at path for each CUSTOMER\_NAME

END

START

Schedule task to run weekly

Add to Task Scheduler

STOP

## Part 2: Develop flowchart

Develop a flowchart diagram of your algorithm pseudocode. Your flowchart must be an accurate representation of your pseudocode.

Create your diagram using any appropriate tools, such as Microsoft Word, Visio and place in the box below.

## Appendix 1: Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission is taking place or if appropriate directly after the task has been submitted.

Table 3: Assessment Checklist

| TASK/STEP # | Instructions | S | U/S | Assessor Comments |
| --- | --- | --- | --- | --- |
| **Part 1.1** | Pseudocode algorithm is precise, efficient and guaranteed to end |  |  | *Assessors are to record their comments in sufficient detail to demonstrate their judgement of the student’s performance against the criteria.* |
| **Part 1.2** | Pseudocode algorithm uses structures, sequence, selection and iteration |  |  |  |
| **Part 2** | Flowchart is in an appropriate format |  |  |  |
| **Part 2** | Flowchart accurately represents their pseudocode |  |  |  |

## Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor feedback

Has the Assessment Declaration been signed and dated by the student?

Are you assured that the evidence presented for assessment is the student’s own work?

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

Isaac Sherwood 15/06/2020

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***