** LEYTON SIXTH FORM COLLEGE – CENTRE NO: 13409**

**DEPARTMENT: COMPUTING AND IT**

**COURSE: BTEC EXTENDED DIPLOMA IN IT - ACADEMIC YEAR 2013-2014**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Student Name: Student ID: Teacher: B Akakpo** | | | | | | | |
|  | | | | | | | |
| **Unit No: 5 Unit Name: Managing Networks**  **Internal Verifier: Mrs J Niles Brathwaite Date Verified:** | | | | | | | |
|  | | | | | | | |
| **Assignment No: 3 of 3 Assignment Title: Managing network demonstrations and policy.**  **Assignment Given Out: 3rd November 2014 Assignment Submission Date: 20/11/2014 Late: Date Handed In:**  **Learning Outcome: LO3 – Be able to carry out network management activities** | | | | | | | |
| **Task** | **Unit** | **Grading Criteria**  **Reference** | **Grading Criteria** | **Review Date** | **Grade Awarded** | **Date Achieved** | **Page No#** |
| **1** | **5** | **P5** | **Interrogate a network to identify the network assets**  **and their configuration** | **13/11/2014** |  |  |  |
| **2** | **5** | **P6** | **Undertake routine network management tasks.** | **13/11/2014** |  |  |  |
| **3** | **5** | **M3** | **Keep accurate records of network management tasks** | **13/11/2014** |  |  |  |
| **4** | **5** | **D2** | **Design a network security policy for a small organisation** | **13/11/2014** |  |  |  |
|  |  |  |  |  |  |  |  |
| **Assignment Rules:**  Any work submitted after the deadline may not be marked. | | | | | | | |
| **Student declaration**  I declare that all of the work submitted for this assignment is my own work or, in the case of group work, the work of myself and the other members of the group in which l have worked has not been copied from any source. I understand that if any part of the work submitted for this assignment is found to be plagiarised, none of the work submitted will be allowed to count towards the assessment of the assignment.  **Student Signature: Date:** | | | | | | | |

** LEYTON SIXTH FORM COLLEGE – CENTRE NO: 13409**

**DEPARTMENT: COMPUTING AND IT**

**COURSE: BTEC EXTENDED DIPLOMA IN IT - ACADEMIC YEAR 2013-2014**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASSESSMENT FEEDBACK FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Number** | **5** | **Unit Title** | | **Managing Networks** | | | |
| **Assignment Title** | **Managing network demonstrations and policy** | | | | **Resubmission Date** |  | |
| **Assignment No.** | **3** | | | |
| **Assessors Feedback (**please be specific, addressing the assessment and grading criteria**)** | | | | | | | |
| **Assessment Criteria to be addressed** | **Feedback from Assessor** | | | | | | **Achieved Yes/No** |
|  |  | | | | | |  |
| **Literacy Skills assessed for development** | | | | | | | |
| **Literacy issue assessed (please circle)** | | | **Comment for development** | | | | |
| **Structure, meaning, punctuation, spelling, referencing, bibliography, plagiarism or specify** | | |  | | | | |

**Signed: Student ………………………………………… Date: …………………….……..**

**Signed: (Assessor) ……………………………………… Date: …………………………..**

**IV Signature: ……………………………………………… Date: ……………………………**

#### **Unit: 5 Managing Networks**

#### **Assignment 3 Managing Network Demonstration(s) and Policy**

In your role as the Network Manager you have decided to give a number of demonstrations to the junior technicians with supporting documentation to enable them to gain experience in the tasks that they will be expected to complete.

**Tasks**

1. Demonstrate to the junior technicians how to interrogate a network to identify the network assets and their configuration. Using a networking tool of your choice e.g. Microsoft Server 2003 to find devices in the network and see their status. Take screenshots of these network interrogations for inclusion into the procedure pages for the network handbook guide to operations. Produce a guide for the junior technicians which can be used as a reminder when they complete their tasks. **[P5]**
2. Demonstrate to the junior technicians how to undertake routine network management tasks. Produce pages for the network handbook guide, explaining how to do your choice of three of these activities:

* Backup and restoring files
* User account creation and deletion
* Design and develop login scripts
* Virus scanning
* File clean-up
* Configuring user accounts
* Setting drive mappings
* Configuring virus scanning options

Write guides on each of the tasks as a reminder to the junior technicians.  **[P6]**

1. Demonstrate to the junior technicians how to keep accurate records of network management tasks. Keep logs on the sheets provided. The records must include dates, times, accurate technical details of the tools and devices you used with any appropriate comments on the tasks. **[M3]**
2. Design a network security policy for the local Health Authority. The policy will need to include the following as a minimum guide: an introduction to the benefits of organisations having a security policy, VPN access, firewall management, access control lists, device hardening, continuous policy review, forensic analysis, user rights and how often they should be reviewed. **[D2]**