

ICT LEVEL 4

Computer Essentials

IT/CU/ICTA/CR/01/4/MA

July/August 2025



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

ASSESSMENT PROJECT

INSTRUCTIONS TO CANDIDATE

1. Attempt all the tasks on this assessment.
2. You have been given **10 minutes** to read through the tasks and confirm the availability of the resources.
3. The assessor will record your performance at critical points during the assessment.

This paper consists of SEVEN (7) printed pages.

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

CANDIDATE & ASSESSOR DETAILS

Candidate Name:	_____	Reg. Code:	_____
Assessor Name:	_____	Date:	_____
Venue:	_____		

PROJECT BRIEF

The candidate is required to demonstrate the ability to manage computer devices, manage desktop settings, perform file management, manage computer software and perform online jobs. They must complete three hands-on practical sessions (each ranging from 1 - 3 hours) based on real-world tasks and an oral assessment (~1 hour) to confirm conceptual understanding.

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SECTION 1 – SESSION 1 (~1.5 HOURS)

Element Covered: Manage Computer Devices

Tasks:

- (a) Identify five external ports on the system unit (USB, HDMI, Ethernet, etc.).
- (b) Open the system unit and locate the CMOS battery.
- (c) Check if the keyboard and mouse drivers are properly installed.
- (d) Open Device Manager and take a screenshot. Save the screenshot as *DeviceMgr* in the Desktop.
- (e) Disconnect and reconnect the monitor while the system is off.
- (f) Restart computer using the shutdown menu.

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SECTION 2 – SESSION 2 (~2 HOURS)

Elements Covered: Manage Desktop Settings and Perform File Management

Tasks:

- (a) Create a desktop shortcut to 'Documents' and rename it 'WorkFiles'.
- (b) Customize Recycle Bin settings to not display delete confirmation dialog.
- (c) Use 'Run' dialog to launch Notepad.
- (d) Use Windows Search to find a file named 'readme.txt'.
- (e) Create folder structure: 'Desktop > CDACC > Resources > Archives'.
- (f) Move a PDF file to 'Resources', then zip 'Resources' folder using 7-Zip.
- (g) Enable system-provided dark mode.
- (h) Turn on Sticky Keys using accessibility settings.
- (i) Screenshot 'Archives' folder properties and save as 'props.png'.

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SECTION 3 – SESSION 3 (~3 HOURS)

Elements Covered: Manage Software and Perform Online Jobs

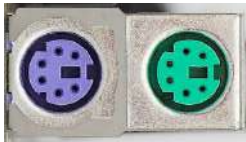
Tasks:

- (a) Uninstall a specified software (e.g., VLC Player) via Control Panel.
- (b) Install Foxit PDF Reader using provided installer.
- (c) Set Foxit PDF Reader as the default app for PDF files.
- (d) Configure startup applications: disable Microsoft Teams.
- (e) Use Task Manager to restart Windows Explorer.
- (f) Compose and send an email to the assessor with subject “Task Complete”.
 - Attach a PDF file and include a short message.
- (g) Log in to a test freelance portal and simulate how to upload a CV.
- (h) Update your profile picture on the portal.

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SECTION 4 – ORAL ASSESSMENT (25 MARKS)

Instructions: Ask questions orally. Evaluate based on accuracy and relevance.

#	Question	Max Marks	Awarded Marks
1	What is POST in a computer system?	3	
2	What is the function of a UPS?	2	
3	Name two components of the motherboard.	2	
4	Identify the port shown and give its use 	2	
5	What are system startup programs?	2	
6	Define multitasking.	2	
7	List two types of operating systems.	2	
8	Mention two methods to secure personal files.	2	
9	Why should you empty the Recycle Bin regularly?	2	
10	List any two file extensions and what they represent.	4	
11	What is phishing in the context of cybersecurity?	2	
Total		25	

SUMMARY OF ASSESSMENT

S/N	Section	Total Marks
1	Session 1	35
2	Session 2	40
3	Session 3	40
4	Oral Assessment	25
	Grand Total	140

The candidate was found to be:

☐☐

Competent

Not yet Competent

(Please tick as appropriate)

The candidate is competent if the candidate obtains at least 50%

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