

**061004T4ICT**

**ICT TECHNICIAN LEVEL 4**

**IT/OS/ICTA/CR/03/4/A**

**IT/OS/ICTA/CR/03/4/B**

**REPAIR AND MAINTAIN COMPUTER**

**July/August 2025**



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

**OBSERVATION CHECKLIST**

**INSTRUCTIONS TO ASSESSOR**

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. Ensure the candidate has a name tag and registration code at the back and front

**OBSERVATION CHECKLIST**

<b>Candidate's name &amp; Registration Code</b>	
<b>Assessor's name &amp; Registration code</b>	
<b>Venue of Assessment</b>	
<b>Date of assessment</b>	

<b>Items of evaluation:</b> <i>please award marks as appropriate.</i> <i>Give brief comment on your observation</i>	<b>Actual marks</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1 : Disassemble the PC</b>			
1. Unplugged the computer system from the power safely. <i>(award 2 marks or zero)</i>	2		
2. Disconnected all the peripherals safely. <i>(award 2 marks or zero)</i>	2		
3. Opened the computer case correctly. <i>(award 3 marks or zero)</i>	3		
4. Identified the five components- CPU, Motherboard, power supply unit, RAM, Hard disk. <i>(award 1 marks each)</i>	5		
5. Took photos of the components-CPU, Motherboard, power supply unit, RAM, Hard disk. <i>(award 1 mark each)</i>	5		
6. Used at least five troubleshooting equipment/tools as per the industry standards. <i>(award 1 mark each)</i>	5		
7. Checked and recorded the specifications of CPU, Motherboard, power supply unit, RAM, Hard disk. <i>(award 1 mark each)</i>	5		
<b>Sub-Total 1</b>	<b>27</b>		
<b>TASK 2: Clean external Hardware and internal parts of the computer.</b>			
1. Powered off the computer successfully. <i>(award 2 marks or zero)</i>	2		
2. Unplugged the computer from power. <i>(award 1mark or /)</i>	1		
3. Disconnected the peripheral devices successfully. <i>(award 3 marks or zero)</i>	3		
4. Used a microfiber cloth slightly dampened with pledge form to clean the computer case. <i>(award 3 marks or zero)</i>	3		
5. Blew the dust off the keyboard keys. <i>(award 3 marks or zero)</i>	3		
6. Cleaned the keyboard keys using cotton swab dipped in dry cleaner. <i>(award 3 marks or zero)</i>	3		
7. Used a dry microfiber cloth dipped in dry cleaner to wipe the monitor. <i>(award 3 marks or zero)</i>	3		

8. Blew the inside –motherboard, CPU fan, power supply, hard disk, disk drive, RAM. (award ½ mark for each components or zero)	3		
9. Blew off the dust inside the system unit- motherboard and other components. (award 4 marks or zero)	4		
10. Cleaned the other internal components using soft brush. (award 4 marks or zero)	4		
11. Wiped motherboard, CPU fan, power supply, hard disk, disk drive. (award 1 mark for each or zero)	4		
12. Assembled the computer properly and with care. (award 4 marks or zero)	4		
13. Opened PC –properties and recorded specifications of: <ul style="list-style-type: none"> <li>• RAM</li> <li>• Hard disk</li> <li>• Processor</li> <li>• PSU</li> <li>• CPU</li> </ul> (award 1 mark for each or zero)	5		
<b>Sub-Total 2</b>	<b>44</b>		
<b>TASK 3: Replace RAM sticks</b>			
1. Unplugged the computer from power. (award 1mark or zero)	1		
2. Blew off the dust from the motherboard using blower. (award 3 marks or zero)	3		
3. Wore anti-static wrist strap correctly. (award 2 marks or zero)	2		
4. Removed old RAM sticks. (award 3 marks or zero)	3		
5. Inserted new RAM sticks correctly. (award 3 marks or zero)	3		
6. Checked on windows the specifications changed. <ul style="list-style-type: none"> <li>• Reassembled the PC</li> <li>• Turned on the PC</li> <li>• Checked on PC properties</li> <li>• Confirmed the new RAM is installed</li> </ul> (award 2 marks each or zero)	8		
<b>Sub-Total 3</b>	<b>20</b>		

<b>TASK 4: Apply thermal paste to the CPU cooler</b>			
1. Disconnected the computer from the power (award 1 mark or zero)	1		
2. Lifted the cooler off the CPU carefully. (award 3 marks or zero)	3		
3. Wiped off the old paste gently. (award 2 marks or zero)	2		
4. Dried the surface correctly. (award 2 marks or zero)	2		
5. Applied gently thermal paste (award 3 marks or zero)	3		
6. Placed the cooler back to the CPU gently. (award 3 marks or zero)	3		
7. Secured the cooler with screws. (award 3 marks or zero)	3		
8. Plugged CPU fan back into motherboard. (award 3 marks or zero)	3		
<b>Sub-Total 4</b>	<b>20</b>		
<b>TASK 5: Replace HDD to SSD</b>			
1. Removed the old HDD (award 2 marks or zero)	2		
2. Mounted the SSD into the drive bay (award 3 marks or zero)	3		
3. Connected SATA cable to SSD and motherboard (award 2 marks or zero)	2		
4. Connected power cable to power supply (award 2 marks or zero)	2		
5. Booted and checked the system <ul style="list-style-type: none"> <li>• Booted up your system</li> <li>• Entered BIOS</li> <li>• Set SSD as first boot device</li> <li>• Confirmed the system is compatible with the SSD</li> </ul> (award 2 marks each)	8		
<b>Sub-Total 5</b>	<b>17</b>		
<b>TASK6: Software Cleaning</b>			
1. Powered the computer on, booted successfully. (award 3 marks or zero)	3		
2. Transferred files <ul style="list-style-type: none"> <li>• Created a folder</li> </ul>	6		

<ul style="list-style-type: none"> <li>• Transferred all important files to the folder</li> <li>• Transferred the folder to safer storage disk (award 2 marks each)</li> </ul>			
3. Cleared unnecessary files <ul style="list-style-type: none"> <li>• Created a folder for unnecessary file</li> <li>• Transferred all unnecessary files</li> <li>• Deleted that folder (award 2 marks each)</li> </ul>	6		
4. Deleted files permanently by emptying the Recycle Bin. (award 2 marks or zero)	2		
5. Performed disk defragmentation. (award 3 marks or zero)	3		
6. Updated Antivirus software. <ul style="list-style-type: none"> <li>• Opened the antivirus software.</li> <li>• Checked for the updates.</li> <li>• Downloaded the updates.</li> <li>• Installed the updates.</li> <li>• Restarted the computer.</li> <li>• Verified the antivirus is up to date. (award 2 marks each)</li> </ul>	12		
<b>Sub – Total 6</b>	<b>32</b>		
<b>GRANDTOTAL</b>	<b>160</b>		

**The candidate was found to be:**

Competent  Not yet competent

*(Please tick as appropriate)*

*(Please tick as appropriate)*

*(The candidate is competent if the candidate obtains at least 50%)*

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**Candidate's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Assessor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_