

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/06/5

Manage Operating systems

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

Candidate's Name & Registration Code	
Assessors Name & Registration Code	
Venue of Assessment	
Date of Assessment	

Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
TASK 1: Customize windows operating system			
1. Created a folder on the desktop and named it CDACC EXAM as per the instructions <i>(Award 1 marks for creating a folder, 1 mark for correct naming)</i>	6		
2. Encrypted the folder created. (Award 2 marks or zero) <i>(Award 2 marks or 0)</i>	2		
3. Created an MS word file named “Exams ” and in the file wrote July 2025 CDACC EXAMS as per the instructions. <i>(Award 1 mark for creating the Correctly named file, and 2 for writing in the file)</i>	3		
4. Saved the file in the previously created folder, and protected the file using the Password “CDACC2025” <i>(Award 1 mark for saving and 2 marks for protecting with correct password)</i>	3		
5. Defragmented Drive C of the provided computer. <i>(Award 2 Marks for accessing the Defragmentation Utility and 4 Marks for performing the defragmentation process on the right Disk)</i>	6		
TASK 2; Partition a hard disk	9		

6. Created a new partition on the hard disk of the provided computer using Windows Disk Management utility as per the user manual <i>(Award 2 Marks for accessing the Windows Disk Management utility, 7 Marks for Creating the Partition and naming the partition)</i>			
7. Formatted the newly created partition as per the user manual <i>(Award 5 Marks or 0)</i>	5		
8. Changed the boot sequence of the computer to enable it to boot from the provided bootable Disk and proceeded with the boot process, as per the user manual Entered boot setup Changed the boot sequence proceeding with the boot process after changing the boot setup <i>(Award 3 marks for each)</i>	9		
9. Configured the newly installed operating system as per the Standard Operating Procedures. • Set language (1 mark) • Set Time Zone (1 mark) • Configured account user name (1 mark) • Set administrator account (3 marks) • Set Password (3 marks) • Set screen resolution (3 marks)	12		

10. Personalize the account per the instructions: • Changed background to be windows spotlight • Changed color mode to be light • Changed transparency effect to be off • Changed accent color to be manual • Changed selected color to be light blue • Changed theme to be set to windows spotlight • Adjusted the brightness of the built in display to 50. • Scaled the layout to 100% <i>(Award 1 mark each)</i>	8		
11. Opened the device manager and check the sound drivers <i>(Award 2 marks)</i>	2		
12. Opened the task manager and started a new task called explorer.exe <i>(Award 3 marks)</i>	3		
Task 3: Set up a firewall 13. Set up a firewall in a windows environment • Access firewall • Block an application • Allow a port • View all rules • <i>Generated an AES-Encrypt a file</i> • <i>Decrypt the file</i>	15		

14. Save your screenshots and work in the folder and or burn it on the DVD disk.	5		
15. Adhered to prescribed safety as per workplace procedures: • Observed computer lab rules • Safe handling of computer and accessories Wore PPE <i>(Award 1 marks for each)</i>	3		
GRAND TOTAL	91		
ASSESSMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet Competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	