

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CR/01/4/A

IT/OS/ICTA/CR/01/4/B

USE ICT DEVICES

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	
Assessor's 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: <i>Identify components of computer hardware</i>			
<i>i.identified the parts of the computer hardware</i> <ul style="list-style-type: none"> •<i>Monitor</i> •<i>Keyboard</i> •<i>Mouse.</i> •<i>System unit</i> •<i>Printer</i> 	1 1 1 1 1		
TASK 2: <i>Operate a computer system.</i>			
<i>i. Demonstrated how to operate a computer.</i> <ul style="list-style-type: none"> •<i>Powered on a computer.</i> •<i>Performed a cold boot.</i> •<i>Performed a warm boot.</i> •<i>Opened a note pad</i> •<i>Used shortcut keys to create a folder and cut/copy/paste a file from this folder to another.</i> •<i>Wrote a procedure on how to cut/copy and paste a file from one folder to the other using keyboard shortcuts.</i> <i>Saved the notepad under a file name “shortcut keys “in the folder identified as your registration number.</i> <i>ii.Navigated and personalized a Windows</i>	2 2 2 1 3 2 2		

<i>operating system.</i>			
•Applied a theme on your background.	2		
•Changed the background color.	2		
•Changed the brightness of your display.	3		
•Changed the resolution of the display.	2		
•Increased the font size of your computer system settings.	3		
•Added a profile picture on your windows account.	2		
•Added another user on the windows account.	3		
•Added personalized icons on your desktop.	2		
•Set the screen lock.	2		
•Set the screen saver to one minute duration.	2		
•Set the start menu to display recently accessed apps.	2		
•Personalized windows fonts to 24 points/Bold	2		
•Changed the windows display language to English United States.	2		
•Changed the system date.	2		
•Changed the system clock to the current date/time.	2		
•Changed the primary mouse button to the right.	2		
•Increased the size of the cursor.	2		
•Changed the size of the mouse pointer.	2		
•Demonstrated how to hide the taskbar on the screen	2		
SUB TOTAL	60		

TASK 3: Identify computer network components.			
<i>i. Identified computer network devices provided.</i> <ul style="list-style-type: none"> •Switch •Router •Ethernet cable •Network Interface card 	 1 1 1 1		
TASK 4: Apply ICT techniques.			
<i>i. Demonstrated how to communicate using ICT devices.</i> <ul style="list-style-type: none"> •Composed an email. •Attached the document you created. •Entered an email address provided by your institution. •Set the subject line. •Sent the email. •Took a screenshot of this confirmation window using a snipping tool. Saved the image as 'delivered mail' •Created a folder with your registration number in it, Save the screenshot file in this folder. <i>ii. Demonstrated how to create a document using an ICT device.</i> <ul style="list-style-type: none"> •Typed a 5-line document •Set header to 'My first practical' •Changed the heading to blue font color •Saved the file, give it your name. •Illustrated how to close and open a file. •Took screenshots of how to close and open 	 2 2 1 1 1 1 2 2 2 2 1 2 1		

<p><i>a file.</i></p> <ul style="list-style-type: none"> •<i>Saved the file in the folder created in</i> <p><i>2</i></p> <p><i>iii. Use system calculator</i></p> <ul style="list-style-type: none"> •<i>Launched the system calculator.</i> •<i>Calculated the square root of 96.</i> •<i>Took a screenshot of the tasks performed.</i> •<i>Saved the file as calculator and saved it in the folder “Registration number”</i> <p><i>1</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>iv. Observed proper health and safety precautions.</i></p> <p><i>(Candidate sat in a proper position/posture while performing tasks)</i></p> <p><i>2</i></p>			
SUB TOTAL	35		
TASK 5: Identify ICT security issues.			
<ul style="list-style-type: none"> •<i>applied security measures on the Windows operating system.</i> •<i>Set a Windows password.</i> •<i>Set up a password for your document.</i> •<i>Hid and archived a folder.</i> •<i>Checked the scan status of your computer system.</i> •<i>Took a screenshot and saved the file as “Scan status “, Save in the folder “Registration number”</i> •<i>Turned on the firewall.</i> •<i>Illustrated how to update your Windows.</i> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p> <p><i>2</i></p>			
SUB TOTAL	14		
GRAND TOTAL	109		

PERCENTAGE SCORE %	100%		
ASSESSMENT OUTCOME			
<p>The candidate was found to be:</p> <p style="text-align: center;"> Competent <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> Not yet Competent <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if the candidate obtains at least 50%)</i></p>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	