

**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

**IT/OS/ICTA/CR/05/4/A**

**IT/OS/ICTA/CR/05/4/B**

**USE OF THE INTERNET**

**July/August 2025**



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

**PRACTICAL ASSESSMENT**

**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>Assessors Name &amp; Registration Code</b>	
<b>Venue of Assessment</b>	
<b>Date of Assessment</b>	

<b>Items to be Evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1: Download Chrome</b>			
1. Opened current browser -windows explorer or Edge. <i>(Award 2 marks or zero)</i>	<b>2</b>		
2. Downloaded the chrome. <ul style="list-style-type: none"> <li>• Opened the official Chrome download page: <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a></li> <li>• Clicked on the "Download Chrome" button.</li> </ul> <i>(Award 2 marks or zero)</i>	<b>6</b>		
3. Followed the procedure of downloading the chrome. <i>(Award 2marks or zero)</i>	<b>2</b>		
4. Located the chrome from the downloads. <i>(Award 2 marks or zero)</i>	<b>2</b>		
<b>Sub-Total 1</b>	<b>12</b>		
<b>TASK 2: Install chrome</b>			
1. Searched Chrome from the downloads. <i>(Award 2 marks or zero)</i>	<b>2</b>		
2. Clicked at the Chrome file to install. <i>(Award 2 marks or zero)</i>	<b>2</b>		
3. Installed Chrome <ul style="list-style-type: none"> <li>• <b>Allowed</b> the chrome to run the setup process.</li> <li>• <b>Clicked</b> at ‘Yes.’ for Windows permissions to install Chrome.</li> </ul> <i>(Award 3 marks each or zero)</i>	<b>6</b>		
4. Opened chrome after installation for testing	<b>2</b>		
<b>Sub-Total 2</b>	<b>12</b>		
<b>TASK 3: Create Gmail account</b>			
1. Opened browser.	<b>2</b>		

(Award 2 marks or zero)			
2. Filled out the details to sign up form <ul style="list-style-type: none"> <li>• FName</li> <li>• LName</li> <li>• Username</li> <li>• Password</li> </ul> (Award 1 marks each)	<b>4</b>		
3. Clicked Next to continue. (Award 2 marks or zero)	<b>2</b>		
4. Verified through sms. (Award 2 marks or zero)	<b>2</b>		
5. Entered alternative email for recovery. (Award 2 marks or zero)	<b>2</b>		
6. Agreed to the terms <ul style="list-style-type: none"> <li>• Read the terms</li> <li>• Click Agree to continue</li> </ul> (Award 2 marks each)	<b>4</b>		
<b>Sub-Total 3</b>	<b>16</b>		
<b>TASK 4: Use chrome to do a research.</b>			
1. Clicked on the Chrome icon on the desktop (Award 1 mark or zero)	<b>1</b>		
2. Typed the topic of research. (Award 1 mark or zero)	<b>1</b>		
3. Browsed through the Search Results to get the correct result (Award 2 marks or zero)	<b>2</b>		
4. Clicked on a link to open the webpage. (Award 2 marks or zero)	<b>2</b>		
5. Read the content carefully. (Award 2 marks or zero)	<b>2</b>		
6. Copied useful information	<b>2</b>		

(Award 2 marks or zero)			
7. Pasted useful information into a new MS word document (Award 2 marks or zero)	<b>2</b>		
8. Saved as ' <b>admission number</b> on the folder. (Award 2 marks or zero)	<b>2</b>		
9. Sent the research to the provided email <ul style="list-style-type: none"> <li>• Composed mail</li> <li>• Entered the email address</li> <li>• Wrote the subject and body</li> <li>• Attached the file 'computer generations'</li> <li>• Clicked at send.</li> </ul> (Award 2 marks or zero)	<b>10</b>		
<b>Sub-Total 4</b>	<b>24</b>		
<b>Task 5 – Demonstrate skills in using the internet</b>			
1. Created a folder on the desktop and named it <b>Practical Internet</b> (Award 2 mark or zero)	<b>2</b>		
2. Located and saved the public IP address (Award 2 marks for locating the IP and 1 mark for saving else award zero)	<b>3</b>		
3. Changed search engine to DuckDuckGo (Award 3 marks or zero)	<b>3</b>		
4. Set search engine shortcut to new tab (Award 2 marks or zero)	<b>2</b>		
5. Changed font size to large (Award 2 marks or zero)	<b>2</b>		
6. Applied a dark theme color to the chrome browser.(Award 2 marks or zero)	<b>2</b>		
7. Disabled the first TWO Chrome extensions that are currently enabled. (Award 3 marks or zero)	<b>3</b>		

8. Enabled the bookmarks bar. <i>(Award 3 marks or zero)</i>			
9. Set the download directory to <b>Practical_Internet</b> folder. <i>(Award 3 marks or zero)</i>	<b>3</b>		
10.Enabled the bookmarks bar <i>(Award 3 marks or zero)</i>	<b>3</b>		
11.Searched for a <b>Wild_beast</b> image, filtered the search to show images and saved it as <b>wildbeast_image</b> <i>(Award 1 mark for searching, 1 mark for filtering and 2 mark for saving and correct naming)</i>	<b>4</b>		
<b>Sub-Total 5</b>	<b>27</b>		
<b>TASK 6: Create an online meeting using google meet</b>			
1. Opened google meet <i>(Award 2 marks or zero)</i>	<b>2</b>		
2. Signed in with Gmail <i>(Award 2 marks or zero)</i>	<b>2</b>		
3. Clicked at start new meeting <ul style="list-style-type: none"> <li>• Clicked at new meeting</li> <li>• Choose either meeting for later or instant</li> </ul> <i>(Award 2 marks each)</i>	<b>4</b>		
4. Shared the meeting link <ul style="list-style-type: none"> <li>• Created meeting link</li> <li>• Copied the link</li> <li>• Send to other members through WhatsApp</li> </ul> <i>(Award 2 marks each)</i>	<b>6</b>		
5. Hosted the members <ul style="list-style-type: none"> <li>• Clicked the link when time to start</li> </ul>	<b>2</b>		

elapse <i>(Award 2 marks or zero)</i>			
6. Ended the meeting after the meeting was over. <i>(Award 2 marks or zero)</i>	<b>2</b>		
<b>Sub-Total 8</b>	<b>18</b>		
<b>GRAND TOTAL</b>	<b>109</b>		
<b>PERCENTAGE %</b>	<b>100%</b>		
<b>ASSESSMENT OUTCOME</b>			
The candidate was found to be:  Competent <input type="checkbox"/> Not yet Competent <input type="checkbox"/> <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
<b>Feedback from the Candidate:</b>  <div style="text-align: center; color: #e91e63; font-size: small;">easyvet.com</div>			
<b>Feedback to the Candidate:</b>  			
<b>Candidate Signature</b>  _____		<b>Date:</b>  _____	
<b>Assessor's Signature</b>  _____		<b>Date</b>  _____	