

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/0S/ICTA/CR/02/4/A

IT/0S/ICTA/CR/02/4/B

INSTALL COMPUTER SOFTWARE

July/August 2025



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

OBSERVATION CHECKLIST

DURATION: THROUGHOUT THE UNIT TRAINING PERIOD

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 performs 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	

vi.	Changed Boot Order: Set the boot order to prioritize the USB drive or optical disc.	1		
vii.	Selected Language and Keyboard Layout: Chose preferred language and keyboard layout.	3		
i.	Follow On-Screen Prompts:	2		
ii.	Chose licensing agreements,	1		
iii.	Selected installation type (upgrade or custom),	1		
iv.	Selected the local disc drive to install the OS.	1		
v.	Opened a default application eg Disk Cleaner.	1		
vi.	Checked System settings and confirm the OS version installed, system if 32- or 64-bit, RAM size.	3		
	Created a user account with administrator privileges.			
	<ul style="list-style-type: none"> • Created a user name, • chose a password, 	2		
	2. Install Drivers:			
	Downloaded from Website.			
i.	Identify your audio hardware (usually Realtek, Conexant, or Intel) check it in Device Manager	2		
ii.	Visit an audio chip maker's site (like Realtek or Conexant or Intel)	2		
iii.	Searched for your PC model or audio hardware	2		

iv. Downloaded the correct audio driver for your version of Windows (e.g., Windows 10 64-bit)	2		
v. Run the installer file (.exe) and follow the on-screen instructions	2		
vi. Restart your computer	3		
vii. Install OS updates	2		
Click the “start” button.			
• In the search box, type “update”. Click on “Windows Update”.	1		
• Click “check for updates”. If there are updates, click the message and select which ones to install.	2		
• Click “install updates.”	1		
3. Install the software application			
Demonstrate how to install Microsoft Office			
i. Inserted Microsoft office 2010 CD into the drive.	2		
ii. Read and accepted the end user license agreement.	1		
iii. Chose the product to install.	1		
iv. Installed the software.	1		
v. Tested the software installed.	2		
4. Installing a security software			
Antivirus	2		
i. Checked requirements:			
• OS version,	1		
• Disk space,	1		
• RAM	1		
ii. Open chrome	1		

<ul style="list-style-type: none"> • Type the google link on the url. 	2		
<ul style="list-style-type: none"> • Search for and download Avg antivirus for windows 	2		
<ul style="list-style-type: none"> • Locate the downloaded file in your Downloads folder. 	2		
<ul style="list-style-type: none"> • Double-click the installer file to launch the setup. 	1		
<ul style="list-style-type: none"> • If prompted by User Account Control (UAC), click Yes to allow the installation. 	1		
<ul style="list-style-type: none"> • The AVG setup wizard will open. 	1		
<ul style="list-style-type: none"> • Choose your preferred language. 	1		
<ul style="list-style-type: none"> • Clicked on Install (for default installation), or Customize to change settings like install location. 	1		
<ul style="list-style-type: none"> • Once the installation is done, click Continue or Finish. 	1		
<ul style="list-style-type: none"> • Open the AVG Antivirus application. 	1		
<ul style="list-style-type: none"> • Click Scan Computer to perform the first system check. 	2		
SUB TOTAL	72		
TASK 3: SOFTWARE AND APPLICATION MANAGEMENT			
i. Displayed a list of installed software <ul style="list-style-type: none"> • Windows Operating software • Device drivers • Application software MS office • Antivirus • 7-Zip 4.65 • CC cleaner 	1		
	1		
	1		
	1		
	1		
	1		

<p>ii. Identified the procedure to uninstall or repair applications.</p> <ul style="list-style-type: none"> • Selected Start • Selected Settings Apps • Selected installed apps . • Find the app you want to remove, • select More > Uninstall. 	<p>1 1 1 1 2</p>		
<p>iii. Identified the procedure of removing rarely used or large programs to optimize storage.</p>	<p>2</p>		
<p>Windows:</p> <ul style="list-style-type: none"> • Open the Settings app (Start > Settings), • go to Apps, • then Apps & features. • Sort by size to see which apps consume the most space. • Select the application you want to remove and click Uninstall. 	<p>1 1 1 1 1</p>		
<p>iv. Prepared a software installation report.</p>			
<p>Compiled a detailed report:</p>			
<p>i. indicated</p> <ul style="list-style-type: none"> • the name of each software installed. • version of each software installed. 	<p>1 1</p>		
<p>ii. Specified the System specifications</p> <ul style="list-style-type: none"> • Opened Settings or Windows + I • Got to the system • Select about 	<p>2 1 1</p>		

SUB TOTAL	24		
GRAND TOTAL	109		
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	
_____		_____	