

Instruction Sheet for the Candidate

Qualification	Computer Assistant (Mobile App, Web & Game Development)
Competency Standard	Use System Software
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Install system Software • Update /upgrade System Software • Use Operating System
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Install System Software <ol style="list-style-type: none"> 1. Create drive backup 2. Format hard drive on system 3. Ensure hard drive is empty after formatting. 4. Install operating system in the system by following instructional manual. 5. Troubleshoot installation errors. Update/Upgrade System <ol style="list-style-type: none"> 1. Schedule operating system update 2. Run operating system update using internet 3. Download and run windows/application patches Use Operating System <ol style="list-style-type: none"> 1. Use desktop environment 2. Create folders/directories 3. Open folders/directories and view files in desired format

	<ol style="list-style-type: none">4. Copy files, folder/ directories to different location (Hard drive, external storage, cloud)5. Move files, folder/ directories to different location (Hard drive, external storage, cloud)6. Rename files and directories/folder7. Search files / folder/directories against various search criterion (File name, date, text etc)8. Explore task Manager to view running process/tasks9. Configure desktop settings
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Computer Assistant (Mobile App, Web & Game Development)
Competency Standard	Use System Software
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Install system Software Update /upgrade System Software Use Operating System

I can.....

Performance Criteria	Yes	No
1. Create drive backup	<input type="checkbox"/>	<input type="checkbox"/>
2. Format hard drive on system	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure hard drive is empty after formatting.	<input type="checkbox"/>	<input type="checkbox"/>
4. Install operating system in the system by following instructional manual.	<input type="checkbox"/>	<input type="checkbox"/>
5. Troubleshoot installation errors.	<input type="checkbox"/>	<input type="checkbox"/>
6. Schedule operating system update	<input type="checkbox"/>	<input type="checkbox"/>
7. Run operating system update using internet	<input type="checkbox"/>	<input type="checkbox"/>
8. Download and run windows/application patches	<input type="checkbox"/>	<input type="checkbox"/>

9. Use desktop environment	<input type="text"/>	<input type="text"/>
10. Create folders/directories	<input type="text"/>	<input type="text"/>
11. Open folders/directories and view files in desired format	<input type="text"/>	<input type="text"/>
12. Copy files, folder/ directories to different location (Hard drive, external storage, cloud)	<input type="text"/>	<input type="text"/>
13. Move files, folder/ directories to different location (Hard drive, external storage, cloud)	<input type="text"/>	<input type="text"/>
14. Rename files and directories/folder	<input type="text"/>	<input type="text"/>
15. Search files / folder/directories against various search criterion (File name, date, text etc)	<input type="text"/>	<input type="text"/>
16. Explore task Manager to view running process/tasks	<input type="text"/>	<input type="text"/>
17. Configure desktop settings	<input type="text"/>	<input type="text"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Computer Assistant (Mobile App, Web & Game Development)
Competency Standard	Use System Software
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task		<ul style="list-style-type: none"> • Install system Software • Update /upgrade System Software • Use Operating System 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Create drive backup			
2.	Format hard drive on system			
3.	Ensure Hard drive is empty after formatting.			
4.	Install operating system in the system by following instructional manual.			
5.	Troubleshoot installation errors.			
6.	Schedule operating system update			
7.	Run operating system update using internet			
8.	Download and run windows/application patches			
9.	Use desktop environment			
10.	Create folders/directories			
11.	Open folders/directories and view files in desired format			
12.	Copy files, folder/ directories to different location (Hard drive, external storage, cloud)			
13.	Move files, folder/ directories to different location (Hard drive, external storage, cloud)			
14.	Rename files and directories/folder			
15.	Search files / folder/directories against various search criterion (File name, date, text etc.)			
16.	Explore task Manager to view running process/tasks			

17.	Configure desktop settings			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Computer Assistant (Mobile App, Web & Game Development)
Competency Standard	Use System Software
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Define operating system.		
2.	Give three examples of different operating systems?		
3.	State two advantages of keeping system backup?		

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Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____