

## Instruction Sheet for the Candidate

|                                  |   |
|----------------------------------|---|
| <b>Qualification</b>             | Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>  |
| <b>Competency Standard</b>       | Use Application Software  |
| <b>Purpose of Assessment</b>     | Formative Assessment  |
| <b>Candidate Details</b>         | Name_____   |
|                                  | Registration/Roll Number_____   |
| <b>Guidance for Candidate</b>    | <p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Install Application Software (MS Office, Inpage Urdu etc.)</li> <li>• Update Application Software</li> <li>• Install/Upgrade Antivirus Software</li> <li>• Perform Virus Scan</li> <li>• Uninstall Application Software</li> </ul>   |
| <b>Time: 03 Hrs.</b>             | During a practical assessment, under observation by an assessor, you are required to  |
| <b>Minimum Evidence Required</b> | <p><b>Install Application Software (MS Office, Inpage Urdu etc.)</b></p> <ol style="list-style-type: none"> <li>1. Install application software in the PC/computers by following instructional manual</li> <li>2. Troubleshoot installation errors</li> </ol> <p><b>Update Application Software</b></p> <ol style="list-style-type: none"> <li>1. Check for the update</li> <li>2. Update/upgrade application software</li> </ol> <p><b>Install/Upgrade Antivirus Software</b></p> <ol style="list-style-type: none"> <li>1. Select appropriate antivirus software</li> <li>2. Install antivirus software</li> <li>3. Update antivirus database/repository</li> <li>4. Update/upgrade antivirus software</li> <li>5. Schedule antivirus software update</li> </ol> <p><b>Perform Virus Scan</b></p> |

1. Perform complete virus scan on any infected system.
2. Delete / quarantine all the viruses successfully which are detected as a result of scan

**Uninstall Application Software**

1. Remove the application program
2. Make sure that the action is done from control panel

## Self-Assessment Checklist

|                              |   |
|------------------------------|---|
| <b>Candidate Name</b>        |   |
| <b>Registration No.</b>      |   |
| <b>Qualification</b>         | Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>  |
| <b>Competency Standard</b>   | Use Application Software  |
| <b>Purpose of Assessment</b> | Formative Assessment  |
| <b>Assessment Task</b>       | <ul style="list-style-type: none"> <li>• Install Application Software</li> <li>• Update Application Software</li> <li>• Install/Upgrade Antivirus Software</li> <li>• Perform Virus Scan</li> <li>• Uninstall Application Software</li> </ul> |

I can.....

| Performance Criteria  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Install application software in the PC/computers by following instructional manual | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Troubleshoot installation errors   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Check for the update   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Update/upgrade application software  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Install appropriate antivirus software   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Update antivirus database/repository   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Update/upgrade antivirus software  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Schedule antivirus software update   | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |
|---|--------------------------|--------------------------|
| 9. Perform complete virus scan on any infected system.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Delete / quarantine all the viruses successfully which are detected as a result of scan | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Remove the application program  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Verify the software uninstallation from control panel                                   | <input type="checkbox"/> | <input type="checkbox"/> |

Candidate's Signature \_\_\_\_\_ Assessor's Signature \_\_\_\_\_

Date: \_\_\_\_\_



## Observation Checklist

|   |   |   |           |                |
|---|---|---|-----------|----------------|
| <b>Assessment Task</b>  | <ul style="list-style-type: none"> <li>Install Application Software</li> <li>Update Application Software</li> <li>Install/Upgrade Antivirus Software</li> <li>Perform Virus Scan</li> <li>Uninstall Application Software</li> </ul> |   |           |                |
| <b>During the practical assessment, candidate demonstrated the following:</b> |   | <b>Yes</b>  | <b>No</b> | <b>Remarks</b> |
| 1.  | Install application software in the PC/computers by following instructional manual  |   |           |                |
| 2.  | Troubleshoot installation errors  |   |           |                |
| 3.  | Check for the update  |   |           |                |
| 4.  | Update/upgrade application software   |   |           |                |
| 5.  | Install appropriate antivirus software  |   |           |                |
| 6.  | Update antivirus database/repository  |   |           |                |
| 7.  | Update/upgrade antivirus software   |   |           |                |
| 8.  | Schedule antivirus software update  |   |           |                |
| 9.  | Perform complete virus scan on any infected system.   |   |           |                |
| 10.   | Delete / quarantine all the viruses successfully which are detected as a result of scan   |   |           |                |
| 11.   | Remove the application program  |   |           |                |
| 12.   | Verify the software uninstallation from control panel   |   |           |                |
| <b>Competent</b> <input type="checkbox"/>                                     |   | <b>Not Yet Competent</b> <input type="checkbox"/> |           |                |

## Knowledge Assessment

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

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. | Differentiate between system software and application software.   |              |                  |
| 2. | Why does it important to upgrade software?  |              |                  |
| 3. | Name any three malicious software and their effects on system.  |              |                  |

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| <b>Feedback to the Candidate</b>   |                                   |
|------------------------------------|-----------------------------------|
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|                                    |                                   |
|                                    |                                   |
|                                    |                                   |
| <b>Candidate's Signature</b> _____ | <b>Assessor's Signature</b> _____ |