

## Instruction Sheet for the Candidate

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	<ol style="list-style-type: none"> <li>1. Use System Software</li> <li>2. Use Application Software</li> <li>3. Configure Hardware Components/Peripheral Devices</li> <li>4. Draft office Documents</li> <li>5. Perform Efficient Web Browsing and Manage Emails</li> <li>6. Troubleshoot Network Problem</li> </ol>
<b>Purpose of Assessment</b>	Summative 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 05 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Perform various tasks to demonstrate the proficiency in handling computer system hardware and manage/run the software applications.</li> </ul>
<b>Time: 05 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Perform various tasks to demonstrate the proficiency in handling computer system hardware and manage/run the software applications.</b></p> <ol style="list-style-type: none"> <li>1. Install operating system</li> <li>2. Create folders/directories, Open folders/directories and view files in desired format.</li> <li>3. Move files, folder/ directories to different location, Rename files and directories/folder, Search files / folder/directories against various search criterion (File name, date, text etc.)</li> <li>4. Configure desktop settings</li> <li>5. Install Application Software (MS Office, Inpage Urdu)</li> <li>6. Upgrade Antivirus Software</li> <li>7. Perform Virus Scan</li> <li>8. Uninstall Application Software</li> <li>9. Update/Upgrade device drivers</li> <li>10. Assemble a given hardware component while following all the</li> </ol>

safety procedures.

11. Compose an Urdu Application in Inpage Urdu

12. Compose a letter in MS Word

13. Prepare a result sheet in MS Excel

14. Create a three slide PowerPoint Presentation on the topic "My Country".

15. Perform Internet Connectivity test for your assigned computer system

16. Email the Urdu Application, Word file & Excel Files as attachment to the given email address

## 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>	<ol style="list-style-type: none"> <li>1. Use System Software</li> <li>2. Use Application Software</li> <li>3. Configure Hardware Components/Peripheral Devices</li> <li>4. Draft office Documents</li> <li>5. Perform Efficient Web Browsing and Manage Emails</li> <li>6. Troubleshoot Network Problem</li> </ol>
<b>Purpose of Assessment</b>	Summative Assessment
<b>Assessment Task</b>	Perform various tasks to demonstrate the proficiency in handling computer system hardware and manage/run the software applications.

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Install operating system	<input type="checkbox"/>	<input type="checkbox"/>
2. Create folders/directories, Open folders/directories and view files in desired format	<input type="checkbox"/>	<input type="checkbox"/>
3. Move files, folder/ directories to different location, Rename files and directories/folder, Search files / folder/directories against various search criterion (File name, date, text etc.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Configure desktop settings	<input type="checkbox"/>	<input type="checkbox"/>
5. Install Application Software (MS Office, Inpage Urdu)	<input type="checkbox"/>	<input type="checkbox"/>
6. Upgrade Antivirus Software	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform Virus Scan	<input type="checkbox"/>	<input type="checkbox"/>
8. Update/Upgrade device drivers	<input type="checkbox"/>	<input type="checkbox"/>
9. Uninstall Application Software	<input type="checkbox"/>	<input type="checkbox"/>
10. Assemble a given hardware component while following all the safety procedures	<input type="checkbox"/>	<input type="checkbox"/>

11. Compose an Urdu Application in Inpage Urdu	<input type="checkbox"/>	<input type="checkbox"/>
12. Compose a letter in MS Word	<input type="checkbox"/>	<input type="checkbox"/>
13. Prepare a result sheet in MS Excel	<input type="checkbox"/>	<input type="checkbox"/>
14. Create a three slide PowerPoint Presentation on the topic "My Country"	<input type="checkbox"/>	<input type="checkbox"/>
15. Perform Internet Connectivity test for your assigned computer system	<input type="checkbox"/>	<input type="checkbox"/>
16. Email the Inpage Urdu file, Word file, Excel Files & PowerPoint file as attachment to the given email address	<input type="checkbox"/>	<input type="checkbox"/>

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

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



## Observation Checklist

<b>Assessment Task</b>		Perform various tasks to demonstrate the proficiency in handling computer system hardware and manage/run the software applications.		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Install operating system			
2.	Create folders/directories, Open folders/directories and view files in desired format			
3.	Move files, folder/ directories to different location, Rename files and directories/folder, Search files / folder/directories against various search criterion (File name, date, text etc.)			
4.	Configure desktop settings			
5.	Install Application Software (MS Office, Inpage Urdu)			
6.	Upgrade Antivirus Software			
7.	Perform Virus Scan			
8.	Update/Upgrade device drivers			
9.	Uninstall Application Software			
10.	Assemble a given hardware component while following all the safety procedures			
11.	Compose an Urdu Application in Inpage Urdu			
12.	Compose a letter in MS Word			
13.	Prepare a result sheet in MS Excel			
14.	Create a three slide PowerPoint Presentation on the topic "My Country"			

15.	Perform Internet Connectivity test for your assigned computer system			
16.	Email the Inpage Urdu file, Word file, Excel Files & PowerPoint file as attachment to the given email address			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	<ol style="list-style-type: none"> <li>1. Use System Software</li> <li>2. Use Application Software</li> <li>3. Configure Hardware Components/Peripheral Devices</li> <li>4. Draft office Documents</li> <li>5. Perform Efficient Web Browsing and Manage Emails</li> <li>6. Troubleshoot Network Problem</li> </ol>
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YET COMPETENT</b> <input type="checkbox"/> 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.

	<b>Questions</b> (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	<b>Satisfactory</b>	<b>Not Satisfactory</b>
1.	Define Operating System?   		
2.	What is the difference between system software and application software?   		
3.	What is a computer virus?		

4.	What does term 'BIOS' stands for?		
5.	What does the term system upgrade mean?		
6.	What is WLAN?		

<b>Feedback to the Candidate</b>

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