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ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN COMPUTER SYSTEM		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Install Operating System(Windows 7) on Computer • Install Application Software on Computer • Uninstall Application Software from Computer • Troubleshoot the Errors from Computer • Configure and install Peripheral Devices to Computer • Configure Internet Connection 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

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CANDIDATE ASSESSMENT

Candidate's NameFather's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **three(3) hours** timeframe:

- Install Operating System (Windows 7)
 - ✓ Install Windows in drive C:
 - ✓ Create a new user account
- Install Antivirus(Avira/Panda/Norton/Avast) and scan the system
- Install MS Office 2010 in drive D:
- Uninstall an application software from computer
- Troubleshoot the errors from computer
- Configure and install peripheral devices to computer
- Configure Internet connection using DSL line

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Maintain Computer System "under observation by an assessor"</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Install new windows 7 operating system in drive C: of 40 GB size and create a new user account <ul style="list-style-type: none"> ✓ Set the boot priority in the system configuration setup ✓ Accept the license terms from Install Windows dialog box ✓ Select Custom(Advanced) from Install Windows dialog box ✓ Create Drive C: partition having 40 GB size ✓ Select Drive C: to Install the Operating System ✓ Create a new user account with the name "ABC" • Install Avira/Panda/Norton/Avast antivirus and scan the system <ul style="list-style-type: none"> ✓ Select Installation Type(Avast Free) from the setup dialog box ✓ Accept the license (EULA) terms from the installation setup ✓ scan the system using the installed Antivirus • Install MS Office 2010 in drive D: <ul style="list-style-type: none"> ✓ Enter the Product key from setup dialog box ✓ Accept the terms of the agreement from setup dialog box ✓ Choose the customize installation to set the drive D: ✓ Select drive D: from installation dialog box • Uninstall an Application Software from Computer • Troubleshoot the Errors from Computer <ul style="list-style-type: none"> ✓ Troubleshoot the basic Hardware and Software errors • Configure and Install Peripheral Devices to Computer • Establish Internet Connection using DSL line <ul style="list-style-type: none"> ✓ Install LAN(NIC) driver to attach the DSL line ✓ Insert DSL line into the LAN port ✓ Test the connectivity using any website

	<ul style="list-style-type: none"> • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

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ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of maintaining Computer System under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Install new windows 7 operating system in drive C: of 40 GB size and create a new user account	Set the boot priority in the system configuration setup			
	Accepted the license terms from Install Windows dialog box			
	Selected custom(Advanced) from Install Windows dialog box			
	Created drive C: partition having 40 GB size			
	Selected drive C: to Install the Operating System			
	Created a new user account with the name "ABC"			
Install Avira/Panda/Norton/Avast antivirus and scan the system	Selected Installation Type(Avast Free) from the setup dialog box			
	Accepted the license (EULA) terms from the installation setup			
	scanned the system using the installed Antivirus			
Install MS Office 2010 in drive D:	Entered the Product key from setup dialog box			
	Accepted the terms of the agreement from setup dialog box			
	Chose the customize installation to set the drive D:			
	Selected drive D: from installation dialog box			
Uninstall an Application Software from Computer	Uninstalled any of the software installed on computer			
Troubleshoot the Errors from Computer	Troubles hooted for basic hardware and software errors in computer			
Configure and Install Peripheral Devices to Computer	Configured and Install Peripheral Devices to Computer			
Establish Internet connection using DSL line	Installed LAN(NIC) driver to attach the DSL line			
	Inserted DSL line into the LAN port			
	Tested the connectivity using any website			
	Set parameters required during setup as per scanner's model			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their applications			

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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Windows 7 DVD	For each PC
3	MS Office 2010 DVD	For each PC
4	Avira/Panda/Norton/Avast CD/DVD	For each PC
5	DSL Line/Connection	1