**Evidence KS08.2a**

**Assessor’s Observation checklist for demonstrating skills in using a computer desktop**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Date |  |

|  |  |
| --- | --- |
| Assessor |  |

| COMPETENCE AREA KS08.2 | **Use the computer desktop** |  |
| --- | --- | --- |
| *Criteria* *Did you observe the student*  | *Comment – be specific* | **C/NC** |
| Candidate is ready for the assessment* Notes available
* Folder “Module KS08” with at least 10 files and 3 folders needed for KS08.2.8, KS08.2.9 is accessible [laptop / flash drive /in student’s folder on server]
* Flash drive with folder “Module KS08” as above needed for KS08.2.13 available
 |  |  |
| KS08.2.1 Setup a computer system

|  |  |
| --- | --- |
| Connect monitor to computer |  |
| Connect keyboard to computer |  |
| Connect mouse to computer |  |
| Connect speakers / headphones to computer |  |
| Connect printer to computer |  |
| Connect monitor to power supply |  |
| Connect computer to power supply |  |
| Connect printer to power supply |  |

 |  |  |
| KS08.2.2 Start computer |  |  |
| KS08.2.3 Demonstrate **mouse skills**

|  |  |
| --- | --- |
| Select icon on desktop |  |
| Move icon on desktop |  |
| Give command |  |
| Open pop-up / drop-down menu |  |

 |  |  |
| KS08.2.4 Change double click speed setting* Open control panel
* Select “mouse”
* Set “double-click speed”
 |  |  |
| KS08.2.5 **Work with icons**

|  |  |
| --- | --- |
| Create shortcut icon on desktop |  |
| Create shortcut icon on taskbar |  |
| Hide icon on desktop |  |
| Show icon on desktop |  |
| Resize icon on desktop |  |

 |  |  |
| KS08.2.6 Change desktop background * Open control panel
* Open personalisation
 |  |  |
| KS08.2.7 Configure your system such that file extensions are visible* Open control panel
* Open folder options - View
 |  |  |
| KS08.2.8 **Work with folders**

|  |  |
| --- | --- |
| Select a folder |  |
| Open a folder |  |
| Create a new folder |  |
| Rename a folder |  |
| Delete a folder |  |

 |  |  |
| KS08.2.9 **Work with files**

|  |  |
| --- | --- |
| Open ONE specific file |  |
| Open THREE specific files from a list of about 10 |  |
| Open a group of THREE files in a list of about 10 files |  |
| Move a file to another folder |  |
| Copy a file to another folder |  |
| Rename a file |  |
| Delete a file |  |

 |  |  |
| KS08.2.10 Open an application programme |  |  |
| KS08.2.11 Demonstrate skills in **manipulating windows**:

|  |  |
| --- | --- |
| Restore down |  |
| Minimise  |  |
| Restore  |  |
| Move  |  |
| Resize  |  |
| Maximise  |  |
| Close |  |

 |  |  |
| KS08.2.12 Close an application programme |  |  |
| KS08.2.13 **Work with flash drive**

|  |  |
| --- | --- |
| Connect  |  |
| Copy to flash |  |
| Copy from flash |  |
| Save to flash |  |
| Delete from flash |  |
| Create folder on flash  |  |
| Remove flash correctly |  |

 |  |  |
| KS08.2.14 Shutdown the computer appropriate• Save and close open documents• Close application programmes• Shut down OP / computer |  |  |

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| **Guidance to assessor** |
| This is a competence based course i.e. ALL listed criteria have to be achieved. Hence in the comment section you write the **evidence observed** meeting the criteria. It is NOT a tick list! If candidate is NOT competent on some criteria REASSESSMENT on those areas only has to be arranged. You are not helping the candidate, nor the quality of TVET when declaring a candidate competent while there are still areas of incompetence. Candidates should be proud to know that they are competent, there is no pride in being declared competent and knowing very well that certain criteria were NOT achieved. If reassessment is needed make arrangements and attend only to the criteria NOT achieved. Use same observation form above for reassessment as only not achieved criteria require attention and comments. The comment box could read: Not achieved during first assessment. On 2nd assessment observed <write what was seen> and hence declared competent on this criteria. |

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| --- |
| **1st Assessment session**Overall Comments: Decision COMPETENT [ ]  NOT YET COMPETENT [ ] The follow criteria need attention in the reassessment:Signature of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1st Reassessment session**Overall Comments: Decision COMPETENT [ ]  NOT YET COMPETENT [ ] The follow criteria need attention in the 2nd reassessment:Signature of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |