

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Use system software
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Install system software • CU2. Update / upgrade system software • CU3. Perform basic tasks of operating system
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Install system software</p> <p>P1. Prepare drive/partitions before OS installation.</p> <p>P2. Format mass storage on a PC/computer</p> <p>P3. Ensure that after formatting the mass storage device memory is empty when open.</p> <p>P4. Perform Partitioning of hard drive</p> <p>P5. Install operating system in the PC/computers by following instructional manual.</p> <p>P6. Trouble Shoot installation errors</p> <p>CU2. Update / upgrade system software</p> <p>P1. Schedule operating system update</p> <p>P2. Run operating system update using internet</p> <p>P3. Download and run windows/application</p> <p>CU3. Perform basic tasks of operating system</p> <p>P1. P1. Create folders/directories</p> <p>P2. Open folders/directories and view files in desired format</p> <p>P3. Copy files, folder/ directories to different location (Hard drive, external storage, cloud)</p> <p>P4. Move files, folder/ directories to different location (Hard drive, external storage, cloud)</p>

	<p>P5. Rename files and directories/folder</p> <p>P6. Search files / folder/directories against various search criterion (File name, date, text etc)</p> <p>P7. Explore task Manager to view running process/tasks</p> <p>P8. Configure desktop settings</p>
--	--

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Use system software
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Install system software • CU2. Update / upgrade system software • CU3. Perform basic tasks of operating system

I can.....

Performance Criteria	Yes	No
P1. Prepare drive/partitions before OS installation.	<input type="checkbox"/>	<input type="checkbox"/>
P2. Format mass storage on a PC/computer	<input type="checkbox"/>	<input type="checkbox"/>
P3. Ensure that after formatting the mass storage device memory is empty when open.	<input type="checkbox"/>	<input type="checkbox"/>
P4. Perform Partitioning of hard drive	<input type="checkbox"/>	<input type="checkbox"/>
P5. Install operating system in the PC/computers by following instructional manual.	<input type="checkbox"/>	<input type="checkbox"/>
P6. Trouble Shoot installation errors	<input type="checkbox"/>	<input type="checkbox"/>
P7. Schedule operating system update	<input type="checkbox"/>	<input type="checkbox"/>
P8. Run operating system update using internet	<input type="checkbox"/>	<input type="checkbox"/>
P9. Download and run windows/application	<input type="checkbox"/>	<input type="checkbox"/>
P10. Create folders/directories	<input type="checkbox"/>	<input type="checkbox"/>
P11. Open folders/directories and view files in desired format	<input type="checkbox"/>	<input type="checkbox"/>
P12. Copy files, folder/ directories to different location (Hard drive, external storage, cloud)	<input type="checkbox"/>	<input type="checkbox"/>
P13. Move files, folder/ directories to different location (Hard drive, external storage, cloud)	<input type="checkbox"/>	<input type="checkbox"/>
P14. Rename files and directories/folder	<input type="checkbox"/>	<input type="checkbox"/>
P15. Search files / folder/directories against various search criterion (File name, date, text etc)	<input type="checkbox"/>	<input type="checkbox"/>
P16. Explore task Manager to view running process/tasks	<input type="checkbox"/>	<input type="checkbox"/>
P17. Configure desktop settings	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
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"> CU1. Install system software CU2. Update / upgrade system software CU3. Perform basic tasks of operating system 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Prepare drive/partitions before OS installation.			
2. Format mass storage on a PC/computer			
3. Ensure that after formatting the mass storage device memory is empty when open.			
4. Perform Partitioning of hard drive			
5. Install operating system in the PC/computers by following instructional manual.			
6. Trouble Shoot installation errors			
7. Schedule operating system update			
8. Run operating system update using internet			
9. Download and run windows/application			
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	National Vocational Certificate in Metal Forming & Processing Level 3
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: flex-start;"> <div style="text-align: center;"> COMPETENT <input type="checkbox"/> </div> <div style="text-align: center;"> NOT YET COMPETENT <input type="checkbox"/> </div> </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.	What is system software?		
2.	What is system software example?		

3.	Why do we need system software?		

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