

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Use Application 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 application Software • CU2. Update / upgrade application Software • CU3. Install and upgrade antivirus software • CU4. Perform virus scan • CU5. Un-install application softwares
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Install application Software P1. Install application software in the PC/computers by following instructional manual. P2. Trouble Shoot installation errors</p> <p>CU2. Update / upgrade application Software P1. Check for the update P2. Update/upgrade application software</p> <p>CU3. Install and upgrade antivirus software P1. Select appropriate antivirus software P2. Install antivirus software P4. Update/upgrade antivirus software.</p> <p>CU4. Perform virus scan P1. Identification of virus P2. Perform scanning of the hard disc to remove the virus P3. Delete / quarantine the viruses</p> <p>CU5. Un-install application softwares P1. Uninstall the application software P2. Make sure that the action is done from control panel.</p>

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Use Application Software
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> CU1. Install application Software CU2. Update / upgrade application Software CU3. Install and upgrade antivirus software CU4. Perform virus scan CU5. Un-install application softwares

I can.....

Performance Criteria	Yes	No
P1. Install application software in the PC/computers by following instructional manual.	<input type="checkbox"/>	<input type="checkbox"/>
P2. Trouble Shoot installation errors	<input type="checkbox"/>	<input type="checkbox"/>
P3. Check for the update	<input type="checkbox"/>	<input type="checkbox"/>
P4. Update/upgrade application software	<input type="checkbox"/>	<input type="checkbox"/>
P5. Select appropriate antivirus software	<input type="checkbox"/>	<input type="checkbox"/>
P6. Install antivirus software	<input type="checkbox"/>	<input type="checkbox"/>
P7. Update/upgrade antivirus software.	<input type="checkbox"/>	<input type="checkbox"/>
P8. Identification of virus	<input type="checkbox"/>	<input type="checkbox"/>
P9. Perform scanning of the hard disc to remove the virus	<input type="checkbox"/>	<input type="checkbox"/>
P10. Delete / quarantine the viruses	<input type="checkbox"/>	<input type="checkbox"/>
P11. Uninstall the application software	<input type="checkbox"/>	<input type="checkbox"/>
P12. Make sure that the action is done from control panel.	<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
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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 application Software CU2. Update / upgrade application Software CU3. Install and upgrade antivirus software CU4. Perform virus scan CU5. Un-install application softwares 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Install application software in the PC/computers by following instructional manual.			
2.	Trouble Shoot installation errors			
3.	Check for the update			
4.	Update/upgrade application software			
5.	Select appropriate antivirus software			
6.	Install antivirus software			
7.	Update/upgrade antivirus software.			
8.	Identification of virus			
9.	Perform scanning of the hard disc to remove the virus			
10.	Delete / quarantine the viruses			
11.	Uninstall the application software			
12.	Make sure that the action is done from control panel.			
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 Application 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: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </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 application software and examples?		
2.	What is the commonly used application software?		

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