

081105T4AGP

Agripreneurship Level 5

AG/OS/AP/CR/05/5

Apply ICT in Agri-Enterprise

July/August 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICE ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks available	Marks obtained	Comments
TASK 1: CREATION of A SPREADSHEET WITH COLUMN TITLES			
1. Wore appropriate PPEs in accordance with standard operation procedures. Dust coat Closed shoes <i>(Award 1 marks for each or zero)</i>	2		
2. Set up the computer network to und practical in accordance with standar n procedures and type of enterprise. Connected the computer power cable to the power socket Connected the computer power cable to the computer and switched on the socket Switched on the computer Launched Microsoft excel database <i>(Award 1 marks for each or zero)</i>	4		
3. Created a spreadsheet in accordance with enterprise policy and procedures. Columns with titles/headings spelled correctly and formatted. - Date - Item - Opening Stock	14		

- Quantity Sold - Price • Logical column order • Named sheet tab <i>(Award 2 marks for each or zero)</i>			
4. Consistently entered data into the spreadsheet in accordance with enterprise policies and procedures • Values entered match the source records. • Same format used throughout (e.g., DD/MM/YYYY). • Similar items are spelled the same way • No missing data in required fields • No text in numeric fields. • Saved the spreadsheet <i>(Award 2 marks for each or zero)</i>	12		
Subtotal 1	32		
TASK 2: USE OF FORMULAS TO DO CALCULATIONS			
5. Used MS Excel formulas to calculate totals and remaining stock in accordance with enterprise policies and procedures. • Applied formulas to calculate total sales and remaining stock. • Cell references used correctly e.g. =C2*D2 • Totals and quantities make sense e.g., total sales should not exceed available inventory. <i>(Award 3 marks for each or zero)</i>	9		
Subtotal 2	9		
TASK 3: CREATION OF A COLUMN CHART FOR VISUAL SUMMARY			
6. Created a column chart for visual summary in accordance with enterprises policies and procedures. • Correct chart type	10		

• Chart title • Axis labels • Explanation of what different colors represent. • The chart is easy to understand. • Data is not cluttered. • Different colors for each item. • Colors are consistent and distinguishable • Fonts are legible. • Axis scale is appropriate <i>(Award 1 mark for each or zero)</i>			
Subtotal 3	10		
TASK 4: CREATION OF A FOLDER BY NAME AND SAVING WORK.			
7. Created a folder bearing his/her name and saved the task in it. • Created a folder • Named the folder • Saved the task in the folder <i>(Award one mark each or zero)</i>	3		
Subtotal 4	3		
TASK 5: PRINTING THE WORK			
8. Printing the work done according to organizational policies, procedures and ICT plan. • Complete and Well-Fitted Data • Correct Page Orientation • No overcrowding of data. • Clear Headings and Titles • Readable Formatting • Neat and Professional Appearance • Handed in a print-out <i>(Award one mark each or zero)</i>	7		

