

081105T4AGP

AGRIPRENEURSHIP LEVEL 5

AGR/OS/AP/CR/05/5/A

Apply ICT in Agri enterprise

Nov/Dec 2024



**TVET CURRICULUM DEVELOPMENT
COUNCIL**

ACC)

PRACTICAL 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			
Assessors 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
TASK1: On your computer, create a folder and give it your full names. Using MS Word, develop an appropriate Cash book template for the data provided.			
1. Created a folder on the computer <i>(Award 2 marks or zero)</i>			
2. Gave the folder a name <i>(Award 2 marks or zero)</i>	2		
3. Created an MS Word document <i>(Award 2 marks or zero)</i>	2		
4. Developed a Cash book with the details; i. Title ii. Receipts side iii. Expenditures side <i>(Award 1 mark for each correct item)</i>	3		
Sub- Total	9		
TASK2: On the template post; all the receipts, expenditures, totals, the balance C/F and save as October, 2024 Cash Book on the folder created.			

5. Posted all the details on the correct sides; • 7 Receipts • 7 Expenditures • 2 Totals • Balance c/f <i>(Award 1 mark for each correct item posted)</i>	7 7 2 1		
6. Saved the cash book on the folder. <i>(Award 2 marks or zero)</i>	2		
7. Saved the document as October, 2024 Cash Book <i>(Award 2 marks or zero)</i>	2		
Sub - Total	21		

TASK3:

Insert your full names and Registration number, save your work in the provided flash disc, print the cash book, shut down the computer and in the hard copy.

8. Saved the document on a flash disc <i>(Award 2 marks or zero)</i>	2		
9. Printed the cash book from the printer <i>(Award 2 marks or zero)</i>	2		
10. Shut down the computer <i>(Award 2 marks or zero)</i>	2		
Sub -Total	6		
GRAND TOTAL	26		

ASSESSMENT OUTCOME

The candidate was found to be:	
Competent ☐	Not yet Competent ☐
<i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>	
Feedback from the Candidate:	
Feedback to the Candidate:	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____