

## Instruction Sheet for the Candidate

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Use Application Software
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Install Application Software (MS Office, Inpage Urdu etc.)</li> <li>• Update Application Software</li> <li>• Install/Upgrade Antivirus Software</li> <li>• Perform Virus Scan</li> <li>• Uninstall Application Software</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Install Application Software (MS Office, Inpage Urdu etc.)</b></p> <ol style="list-style-type: none"> <li>1. Install application software in the PC/computers by following instructional manual</li> <li>2. Troubleshoot installation errors</li> </ol> <p><b>Update Application Software</b></p> <ol style="list-style-type: none"> <li>1. Check for the update</li> <li>2. Update/upgrade application software</li> </ol> <p><b>Install/Upgrade Antivirus Software</b></p> <ol style="list-style-type: none"> <li>1. Select appropriate antivirus software</li> <li>2. Install antivirus software</li> <li>3. Update antivirus database/repository</li> <li>4. Update/upgrade antivirus software</li> <li>5. Schedule antivirus software update</li> </ol> <p><b>Perform Virus Scan</b></p>

	<ol style="list-style-type: none"><li>1. Perform complete virus scan on any infected system.</li><li>2. Delete / quarantine all the viruses successfully which are detected as a result of scan</li></ol> <p><b>Uninstall Application Software</b></p> <ol style="list-style-type: none"><li>1. Remove the application program</li><li>2. Make sure that the action is done from control panel</li></ol>
--	--

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Use Application Software
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Install Application Software</li> <li>Update Application Software</li> <li>Install/Upgrade Antivirus Software</li> <li>Perform Virus Scan</li> <li>Uninstall Application Software</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Install application software in the PC/computers by following instructional manual	<input type="checkbox"/>	<input type="checkbox"/>
2. Troubleshoot installation errors	<input type="checkbox"/>	<input type="checkbox"/>
3. Check for the update	<input type="checkbox"/>	<input type="checkbox"/>
4. Update/upgrade application software	<input type="checkbox"/>	<input type="checkbox"/>
5. Install appropriate antivirus software	<input type="checkbox"/>	<input type="checkbox"/>
6. Update antivirus database/repository	<input type="checkbox"/>	<input type="checkbox"/>
7. Update/upgrade antivirus software	<input type="checkbox"/>	<input type="checkbox"/>
8. Schedule antivirus software update	<input type="checkbox"/>	<input type="checkbox"/>

9. Perform complete virus scan on any infected system.	<input type="text"/>	<input type="text"/>
10. Delete / quarantine all the viruses successfully which are detected as a result of scan	<input type="text"/>	<input type="text"/>
11. Remove the application program	<input type="text"/>	<input type="text"/>
12. Verify the software uninstallation from control panel	<input type="text"/>	<input type="text"/>

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgment Guide

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Use Application Software
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Install Application Software</li> <li>Update Application Software</li> <li>Install/Upgrade Antivirus Software</li> <li>Perform Virus Scan</li> <li>Uninstall Application Software</li> </ul>			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Install application software in the PC/computers by following instructional manual			
2.	Troubleshoot installation errors			
3.	Check for the update			
4.	Update/upgrade application software			
5.	Install appropriate antivirus software			
6.	Update antivirus database/repository			
7.	Update/upgrade antivirus software			
8.	Schedule antivirus software update			
9.	Perform complete virus scan on any infected system.			
10.	Delete / quarantine all the viruses successfully which are detected as a result of scan			
11.	Remove the application program			
12.	Verify the software uninstallation from control panel			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Use Application Software
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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.	Differentiate between system software and application software.		
2.	Why does it important to upgrade software?		
3.	Name any three malicious software and their effects on system.		

--	--	--	--

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