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| **BTEC National Extended Diploma in** **Information Technology** |
| **Assessment Title: Set up and maintain a system**  |
| Assessor: Bob Higgie | Student: | Course code:  |
| Unit Number: 25 | Unit Title: Computer Systems | Assessment Code: U25.03 |
| Hand out Date :24/10/16 | Hand in date: 27/10/16 | Date handed in: |

**Individual Target:**

3.1 set up a standalone computer system, installing hardware and software components

3.2 configure a computer system to meet user needs

3.3 test a configured computer system for functionality

3.4 undertake routine maintenance tasks on a standalone computer system

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| **Actual Grade** | **Grading criteria**  | 3.1 | 3.2 | 3.3 | 3.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please note that the grade that you have been awarded is subject to confirmation by the awarding body.

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| **Scenario**You are a technician working for a small IT company that supports small businesses in the local area. The customer has asked you to set up another PC and do some maintenance tasks on ones that are already installed.*You need to take screen shots and video of you performing the tasks. Ask a colleague to take the video then return the favour by videoing them. You can explain what you are doing as you do it and this will be recorded as audio on the video.* **Task One (3.1)**Install 4 Gb of RAM in the appropriate DIMM slots. Replace the PSU with the new unit provided. Assemble the PC. Make sure that you use suitable safety equipment/tools and pay due regard to health and safety issues. *(Take video and audio description)*Add software *(Take screenshots)** Install Windows Server
* Set up active directory with a domain (using a surname)
* Set up HyperV

**Task Two (3.2)**Carry out the following tasks *(Take screenshots)*;* Set up organisational units
* Add users
* Put users in policy groups
* Configure password policies

**Task Three (3.3)** Create (using a table format) a plan to test the functionality of the server you are working on. You should at least include: Checking user credentialsPassword policiesCreate and populate folders with filesCheck the event, security and application logs for errorsCarry out the test plan on the PC you are working on.Your table should have columns showing:* the test you will run (instructions)
* the expected result
* the actual result
* problems found

**Task Four (3.4)** You have been asked to clean and restore a PC to maintain its performance. 1. Remove all dust and debris from inside the computer system *(Take video and audio description)*
2. Use Disk clean-up to remove unwanted files from the newly assembled PC *(take screenshots)*
3. Run Defrag to consolidate fragmented data on the hard disk *(take screenshots)*
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**What to hand in:**

Task One - descriptively titled video files, screen shots and brief explanations

Task Two - screen shots and brief explanations

Task Three - table, test plan and results, screen shots and brief explanations

Task Four - descriptively titled video files, screen shots and brief explanations

**How to hand in your assessment**

This assessment must be uploaded onto the VLE.by the hand in date on the front of the assignment brief. Submitting to the VLE measn you have agreed to the student declaration below.

If you have a valid reason why you will not be able to hand in the work on time (up to 3 days later), you will need to fill out and hand in an AE1. If you need to ask for a longer extension you will need to fill out and hand in an AE to your Head of School at least two days before the assessment deadline.

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| **Student declaration:**I have read the Assignment Submission Procedure. I agree that this is my own work or my own work and that of other members of my group. It has not been copied (plagiarised) from any other source e.g. the internet, a book, another student or group of students. I know that I may FAIL this assignment if my Head of School proves that this is not my own work.  |
| Student signature |  | Date: |  |

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| **Student feedback on what you liked and/or disliked about this assessment.** |

For staff use only.

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| **Internal Verification** | This assessment has been verified and form IV8 completed: | IV name: | IV signature: | Date: |

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| SMOG INDEX: | 18.4 |

 N.B. Test for readability on scenario and tasks only.

**Assessor marking grid**

**Student name:**

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| Grading criteria  | Grading criteria | Achieved (✓)Not attempted (NA)Fail (F)Referral 1 (R1)Referral 2 (R2) | Comments/Feedback | Target datefor referral. |
| 3.1 | Set up a standalone computer system, installing hardware and software components |  |  |  |
| 3.2 | Configure a computer system to meet user needs |  |  |  |
| 3.3 | Test a configured computer system for functionality |  |  |  |
| 3.4 | Undertake routine maintenance tasks on a standalone computer system |  |  |  |

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| **First submission general comments** |
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| Assessor signature: | Date |

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| Learner signature: | Date |

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| **Referral and upgrade general comments.** |
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| Learner signature: | Date |