

Learning Assessment Guide

Unit Standard 2790 – Version 5

Use and maintain personal computer peripherals

Level 2 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Demonstrate knowledge of computer peripherals.
- Operate personal computer peripherals.
- Maintain personal computer peripherals.

This Learning Assessment Guide is made up of:

1. Tasks for you to complete.
2. Observation checklist that the approved observer or assessor will use to record your performance.
3. Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. You are required to describe and operate a minimum of seven peripherals, selecting at least one input device, a printer, one other output device, and one storage device.

Assessment Task One – Element 1

Introduction

This assessment activity is designed to assess your knowledge of computer peripherals.

Instructions

- Complete the Task One Table on the following page. You may complete it in writing or give your answers orally to your assessor. If you choose to answer orally, your assessor will make a note of your answers.
- Remember you must choose seven peripherals. Of the seven, there must be one input device, one storage device, a printer, and one other output device.
- Your assessor may wish to discuss your answers with you to gain clarification of a point or gain further evidence.

The completed assessment for task one will include:

- Completed Task One Table.
- Assessor's notes if required.

Task One Table
(For use by the learner)

Name of learner:	
Task Date and Time:	

Choose seven of the following peripherals. There must be one input device, one storage device, a printer, and one other output device.

Ensure that you have access to them for Tasks Two and Three. An example is given for your reference.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Printer • Plotter • External hard disk • Removable storage devices (internal and external) • Tape drive • Joystick • Keyboard • Mouse • Track ball | <ul style="list-style-type: none"> • Touch screen or pad • Light pen • Scanner • Modem • Data projector • Microphone • Digital camera • Video camera or recorder • Speakers |
|--|--|

In the table below, for each item identify its purpose and typical use, describe the technology each uses and how it performs its function.

Peripheral	Purpose/use	Technology and how it works
<i>Monitor</i>	As an interface between the user and the computer	Cathode Ray or LCD technology is used. It displays the contents of what is held in RAM.

Peripheral	Purpose/use	Technology and how it works

Assessment Task Two – Elements 2 and 3

Introduction

Assessment task two is designed to assess your ability to operate and maintain personal computer peripherals.

Instructions

- Arrange with your assessor or someone approved by them to observe you operating and maintaining the seven peripherals you have identified above.
- An Observation Checklist is attached that your observer will complete. Read this carefully as it details what is required.
- Your assessor may discuss the results of the observation with you in order to gain clarification or further evidence.

The completed assessment for task two will include:

- Completed Observation Checklist.
- Assessor's notes where relevant.

Observation Checklist

(For use by assessor or approved observer)

Name of learner:	
Name of observer assessor:	
Date and Time :observation took place.	

Please indicate if the learner has met the criteria. Use the space to add comment for feedback to the learner and for moderation purposes. All activities must be within manufacturer's instructions.

Peripheral	Operation and maintenance (☑)	Observer comments
	<input type="checkbox"/> Connected to the computer <input type="checkbox"/> Establishes communication between peripheral and software <input type="checkbox"/> Performs peripheral's normal functions <input type="checkbox"/> Maintains peripherals and replaces consumables where required.	
	<input type="checkbox"/> Connected to the computer <input type="checkbox"/> Establishes communication between peripheral and software <input type="checkbox"/> Performs peripheral's normal functions <input type="checkbox"/> Maintains peripherals and replaces consumables where required.	
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Peripheral	Operation and maintenance (☑)	Observer comments
	<input type="checkbox"/> Connected to the computer <input type="checkbox"/> Establishes communication between peripheral and software <input type="checkbox"/> Performs peripheral's normal functions <input type="checkbox"/> Maintains peripherals and replaces consumables where required.	
	<input type="checkbox"/> Connected to the computer <input type="checkbox"/> Establishes communication between peripheral and software <input type="checkbox"/> Performs peripheral's normal functions <input type="checkbox"/> Maintains peripherals and replaces consumables where required.	

Assessor / Observer:

Signature:

Date of observation:

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 2790.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>Learner must complete a table demonstrating their knowledge of computer peripherals.</p>	<p>Written or oral answers.</p> <p>Assessor's notes where required.</p>	<p>Seven peripherals must be described.</p> <p>Learner identifies peripherals in terms of their usual use and purpose.</p> <p>Learner explains how each performs its functions and the technology it uses.</p>
<p><i>Task 2 / Element 2</i></p> <p>Learner must operate personal computer peripherals.</p>	<p>Observation Checklist.</p> <p>Assessor's notes where required.</p>	<p>Seven peripherals must be operated.</p> <p>Peripherals must be connected to the computer and communication between the peripheral and software established.</p> <p>Learner must operate the peripherals using their normal functions in accordance with the manufacturer's instructions.</p>
<p><i>Task 2 / Element 3</i></p> <p>The learner maintains the peripherals.</p>	<p>Completed Observation Form.</p> <p>Assessor's notes where applicable.</p>	<p>Seven peripherals must be maintained.</p> <p>The learner maintains the peripherals in accordance with the manufacturer's instructions and replaces any required consumables in the correct manner.</p>