

# Level 3 Install, configure and upgrade ICT software (7540-362/7630-334)

## Systems and Principles (QCF) Assignment guide for Candidates Assignment A



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# Contents

## Level 3 Install, configure and upgrade ICT software (7540-362/7630-334)

Assignment A

Introduction – Information for Candidates	2
Candidate Instructions	3

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# Level 3 Install, configure and upgrade ICT software (7540-362/7630-334)

## Assignment A

### Introduction – Information for Candidates

#### About this document

This assignment comprises all of the assessment for Level 3 Install, configure and upgrade ICT software (7540-362/7630-334).

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#### Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

#### Time allowance

The recommended time allowance for this assignment is **4 hours**.

# Level 3 Install, configure and upgrade ICT software (7540-362/7630-334)

## Candidate Instructions

**Time allowance: 4 hours**

### Assignment set up:

This assignment is made up of **three** tasks:

- Task A – Prepare to install software
- Task B – Install and configure software
- Task C – Test and resolve problems

### Scenario

Thompson and Co. provides customer systems support for a wide variety of organisations. The company has been contracted to set up and configure a new workgroup of existing workstations. As an employee of Thompson and Co., you have been given the task of installing the required software. This assignment involves installing software on one workstation as a specimen.

You should take any necessary steps to secure the existing system and data. You should test your installation to ensure that it meets customer requirements. You must record your activities, any problems encountered and any details of the installation that need to be recorded for future reference, such as license numbers, system identification etc.

### Task A – Prepare to install software

- 1 Prepare a written plan for a software installation from the system specification provided by the assessor. This should include the:
  - location, date and time
  - expected duration
  - resources required eg disks, CDs, file server locations, registration details, key or product identification numbers, documentation and any BIOS, system or network passwords and permissions
  - compatibility issues
  - identification of system
  - location of required resources
  - sequence of activities
  - actions to be performed including customer requirements.
- 2 Obtain and check the suitability of all the resources required for the installation as identified in the plan.

- 3 Check removable installation media for viruses and spyware. Record the outcome using screen prints.
- 4 Determine and record, on your plan, the minimum system requirements for hardware and software for an operating system and **two** software applications.
- 5 Determine and record the relevant specification of the existing system on the Hardware Audit Report.
- 6 Take any necessary actions prior to installation, to include:
  - perform back ups of data
  - preserve the system configuration
  - remove or delete unwanted files or software.

Record your actions on your plan.

- Q1 Describe **three** incompatibilities that can exist between software and system (operating system and hardware) on the Answer sheet provided.

## **Task B – Install and configure software**

- 1 Using the written plan prepared in Task A, confirm with the assessor that the system meets the minimum requirements. Install the Operating System and software applications on the PC recording all actions taken on your plan.
  - 2 Monitor the installation and record on your plan any problems or errors that occur. State if none occur.
  - 3 Configure the installed software according to the instructions you have received. (**Four** configurations required.)
  - 4 Following the installation and configuration, shut down the system and power off.
- Q2 On the Answer sheet provide, list **three** problems and errors that **could** occur during an installation and configuration and describe the:
- possible causes
  - appropriate corrective actions.

## Task C – Test and resolve problems

- 1 Devise a brief post-installation Test plan for the operating system and application software installed.

Boot up the system and test that all installations operate as expected.

- 2 Record the outcomes of testing the **three** installations on the Test plan and record any actions taken.
- 3 Shut down the system.

(Answer the following on the Answer sheet provide)

- 4 Describe **three** different ways of installing software.
- 5 Explain why different installation options may be required:
  - full
  - limited
  - custom.
- 6 Describe the procedures for registering the following types of system and application software:
  - freeware
  - shareware
  - proprietary.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

**End of assignment**

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