# Level 3 ICT systems and network management (7266/7267-506/7540-368)

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## e-Quals
## Assignment guide for Candidates
Assignment D

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**City & Guilds**
**1 Giltspur Street**
**London EC1A 9DD**
**T +44 (0)20 7294 2800**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**
**learnersupport@cityandguilds.com**

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# Level 3 ICT systems and network management (7266/7267-506/7540-368) Assignment D

Introduction – Information for Candidates

## About this document

This assignment comprises all of the assessment for Level 3 ICT systems and network management (7266/7267-506/7540-368).

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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 **5 hours**.

# Level 3 ICT systems and network management (7266/7267-506/7540-368) Candidate instructions

## Time allowance: 5 hours

## Assignment set up:

This assignment is made up of **four** tasks

- Task A – Create file system structures and appropriate user rights for this network
- Task B – Outline systems for managing backups and media
- Task C – Document network and systems
- Task D – Report on physical security issues

## Scenario

You have been called in by a small to medium enterprise (SME) to provide practical advice and administration on their small server based network with regard to file management, backup and physical security of their data.

You must arrange an easily managed and secured file system, ensure that current user profiles are edited to make the network and its associated data more secure and implement a backup system.

Finally, you are required to write a business report documenting the work that you have done. This report should also contain a section making recommendations.

Read all of the instructions carefully and complete the tasks in the order given.

## Task A – Create file system structures and appropriate user rights for this network

1 Create storage, file systems and backup systems.

2 Monitor and maintain file storage structures.

3 Administer user profiles eg
- access rights
- file permissions

## Task B – Outline systems for managing backups and media

1 Control the physical storage of system media and documentation. System media are
- original software
- data archives
- system backups.

2 Control the storage and issue of system materials. Materials are
- removable media
- consumables.

## Task C – Document network and systems

This should be a written report however data can be gathered using automated methods and reports generated from this system.

1 Describe **two** factors that need to be taken into account when scheduling maintenance, eg access when network is on minimum load, not running mission-critical tasks.

2 Describe **five** typical contents of system records and their purposes.

3 Identify **eight** types of system media and/or documentation that should be stored.

4 Explain the circumstances under which system media (eg tapes, disks) and documentation should be updated.

5 Describe **five** environmental conditions that need to be taken into account when storing system media, documentation and consumable materials.

6 Describe **four** factors that need to be taken into account when controlling the issue of materials from storage.

## Task D – Report on physical security issues

1 Describe **four** factors to be taken into account when determining the required levels of available file storage.

2 Describe **two** commonly available facilities for protecting system file storage.

3 Describe **four** factors that need to be considered when restoring system software and data from backups.

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

**Published by City & Guilds**
**1 Giltspur Street**
**London**
**EC1A 9DD**
**T +44 (0)20 7294 2468**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**

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