Level 1 Security for IT users (ITS 7574-105)

ITQ (QCF)

Assignment guide for Candidates

Assignment A

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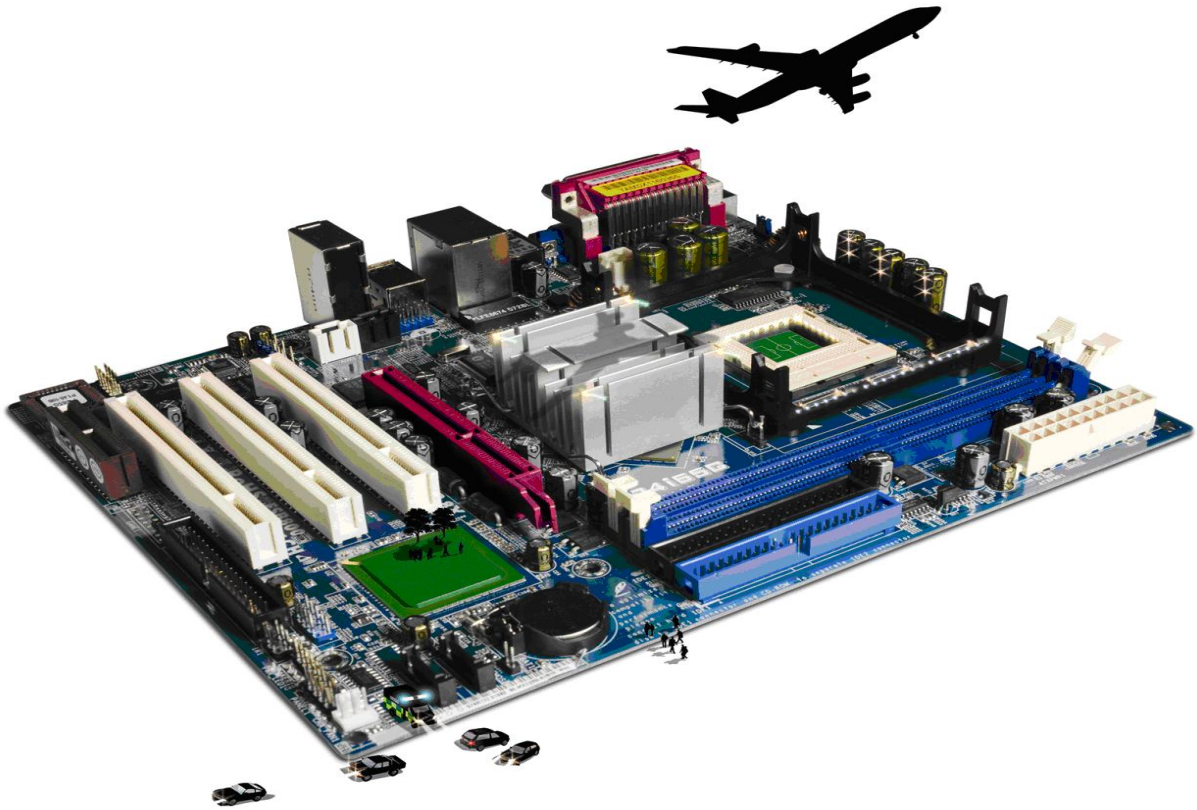

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Level 1 Security for IT Users (ITS 7574-105)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Security for IT Users (ITS 7574-105).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Security for IT users (ITS 7574-105)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Research of security threats
- Task B - Create a new user account and check virus protection
- Task C - Test, backup and delete new user account

Scenario

You are employed as a junior technician. Part of your job role is to support the senior technicians. You are required to create user accounts for new members of staff and to help them with any problems they might be having, including offering advice on safe working practices.

You have been asked to prepare a presentation on Internet and e-mail security, so you will need to carry out some research.

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

Task A – Research of security threats

1 Using any sources available to you give a brief description for each of the following security threats:

- Spam
- Viruses
- Spyware
- Adware
- Hackers

2 A staff member has asked for advice on backing up approximately 2Gb of data.

On your Answer sheet, provided by your assessor, give **two** examples of suitable media that could be recommend for back up.

3 On your Answer sheet, describe the advice you would give to the staff member on the importance of backing up files and how often.

Continued over…

Task B – Create a new user account and check virus protection

You have been asked to create a user account on a computer for a new member of staff. Her name is Jayne Smyth. To do this you will need to be aware of the IT policy of your centre (ask your assessor for this).

1 Create a user name and password for Jayne. These should follow the guidance in your IT policy. Write the details of these on your Answer sheet.

2 On your Answer sheet give an example of a secure password.

3 Check the antivirus installed on the computer is up to date.

On your Answer sheet state the name of the antivirus software that is installed and the date of the last update.

Task C – Test, backup and delete new user account

1 Test the created account by logging in as Jayne Smyth, entering the password you set earlier.

2 Backup the contents of Jayne Smyth's work area (ie My Documents folder) to a suitable removable media.

3 Logout of Jayne's account and log back into your own and demonstrate to your assessor the deletion of her account.

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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