Level 2 Security for IT users (ITS 7574-205)

ITQ (QCF)

Assignment guide for Candidates

Assignment A

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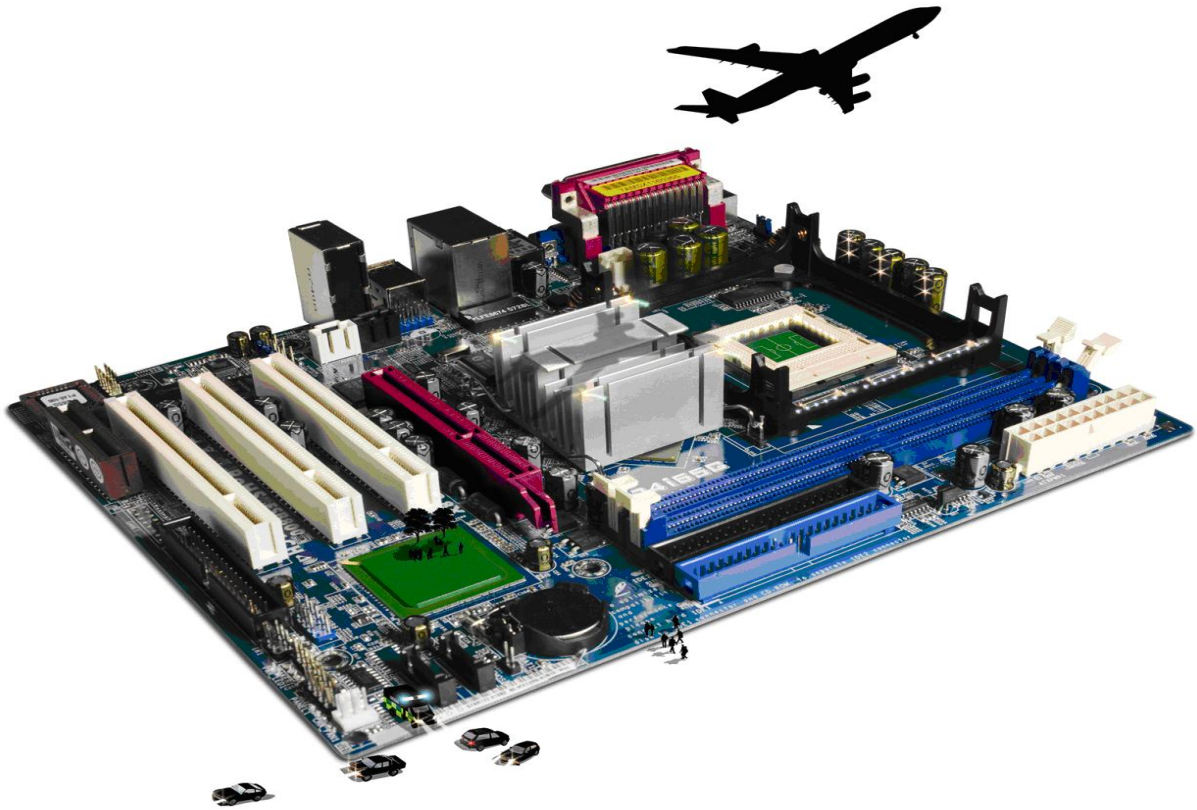

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Level 2 Security for IT Users (ITS 7574-205)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Security for IT Users (ITS 7574-205).

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 **two hours**.

Level 2 Security for IT users (ITS 7574-205)
Candidate instructions

Time allowance: Two hours

The assignment:

This assignment is made up of **one** task

- Task A - Minimising security risks to IT systems and data

Scenario

You work in a small office and have been asked to minimise the risk to IT systems and data within the office. You may need to seek expert advice as necessary.

Read all of the instructions carefully and complete the task.

Task A – Minimising security risks to IT systems and data

1 Turn on your computer and log on.

2 Install and apply all available updates. Then configure the antivirus software to run every day at 8pm (20:00).

Take a screen print of the run time being configured and, if necessary, a screen print to show the antivirus software is up to date. Paste it/them into the **Answers** document, provided by your assessor.

3 Access your e-mail software. Using the e-mail account you have been provided with, set the following e-mail addresses to be blocked as you have previously received spam from them:

John.smith@hotmail.coz
Jayne.doe@gmail.coz

4 Using your **Answers** document give **one** example of a secure password.

Continued over…

5 Using the compression software, provided by your assessor, compress your work area and give the file a name that identifies it as a backup.

Secure the file with the password you gave on your **Answers** document.

Move the compressed back up file to your removable storage media.

6 For Internet security add the URL **www.cityandguilds.com** as trusted site.

Take a screen print of this and add it to your **Answers** document.

7 Change the security settings on your Internet browser to prevent pop ups.

Take a screen print of this and add it to your **Answers** document.

8 In your **Answers** document give **three** examples of the common security threats to a computer that is connected to the Internet and is used to send and received e-mails regularly.

Add a description to each of your answers that expands on the problems that these threats may cause.

9 In your **Answers** documents state why it is important to backup data and describe how to do this securely.

10 Save your **Answers** document and close all applications.

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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