City & Guilds Level 3 Setting Up an IT System (7574-303)

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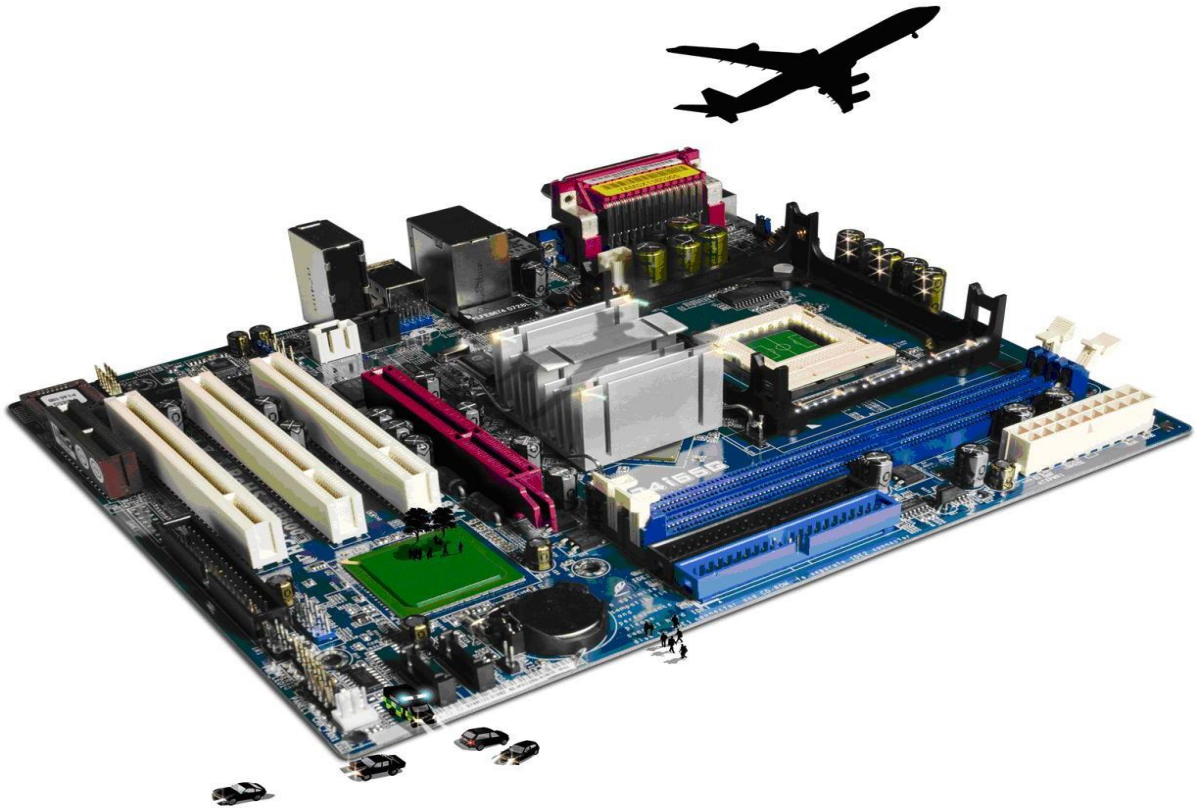
ITQ
Assignment guide for Candidates
Assignment A



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Level 3 Setting up an IT System (7574-303) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Setting up an IT System (7574-303).

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 and a half hours**.

Level 3 Setting up an IT System (7574-303)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Select and build an IT system
- Task B - Configure system
- Task C - Test system
- Task D - IT issues and risks

Scenario

You have been recruited by Global Sales Ltd to work in their ICT services department; you have recently been promoted from a junior IT role to one that has more responsibility. In this role you will undertake more complex tasks independently.

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

Task A – Select and build an IT system

1 Your **first** task is to select and build a computer system from the components given to you by your assessor, the computer systems needs to be capable of printing documents, storing large files to external media and connecting to the Internet.

Once configured test your system by connecting it to the Internet and printing a test page from a chosen website, label your printout as **Printout 1**.

2 On your **Answers 303 A** document, provided by your assessor explain the reasons for choosing your communication device.

3 On your **Answers 303 A** document, provided by your assessor explain the effects of data transmission speeds.

4 On your **Answers 303 A** document, provided by your assessor explain the factors that influence choice of ISP.

Task B – Configure system

1 Using the computer you have built in task A, create **one** administrator account and at least **one** basic user account.

Install and configure the Antivirus, Firewall and spyware given to you by your assessor, ensure that all of the updates for each piece of software is installed.

2 Create a backup routine for both system and data files and explain why disk partitions should not be used and where backups should be stored, and how backups should be used in the event of file loss.

Task C – Test system

1 Create a test plan that will test the hardware and software of your computer system.

On your test plan devise tests that will test each of the peripherals that you installed in task A and also test each piece of software that you installed in task B.

On your test plan add an explanation of **two** communication tests which are needed on your system and why.

Task D – IT issues and risks

1 On your **Answers 303 A** document, provided by your assessor explain how you would choose hardware components that avoid compatibility issues.

2 On your **Answers 303 A** document, provided by your assessor explain **four** Health and Safety issues associated with setting up an IT system.

3 On your **Answers 303 A** document, provided by your assessor explain the characteristics of IT systems that affect performance.

4 Explain what security precautions need to be addressed for the system to be used securely online by several users.

5 Explain **three** different ways of finding help and support with troubleshooting IT problems.

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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