
Assessor's Package Pilot A: Creating a Safety and Maintenance Manual

Assessment Approach:

- ✓ Closed-book written test

Total Class Periods: 1 @ 42 minutes per class period to complete the written assessment

The instructor can decide how long to spend on the actual creation of the safety and maintenance manual

Materials/Resources:

For the written assessment, teachers should prepare enough copies of the question sheet for each student.

For the creation of the manual, students will need access to a computer with Microsoft Word and Microsoft Publisher (or other desktop publishing software) and a printer.

Core Standards (from IT Career Cluster Core Standards List)

- CA1 → Create a document using word processing software
- CA4 → Perform desktop publishing functions
- COM1 → Apply communication skills
- COM 2 → Compose documents
- MS1 → Maintain a safe work environment

Level of Mastery (circle one): 1 2 3

Level Two - Practice Level - learning is characterized by individual and group practice work, research, analysis and interpretation, individual practice work on skill standards. Key terms: Understand, Practice, Interpret, Assess, Maintain Records

Assessment Scenario

You are an intern with the CIO (Chief Information Officer)/Director of Technology in your school. A new computer lab is opening in the school. The lab will be used for students during the day and will be open to the community for adult learners at night. You have been tasked to produce the first draft of a safety and maintenance manual for classes being scheduled into the lab. The manual should cover rules for all hardware and software safety and security, as well as computer lab maintenance/housekeeping rules.

State Curriculum/Standards Connection

Examples of State IT/Technology Standard(s):

New York State Learning Standards for Mathematics, Science and Technology at Three Levels

- Standard 2: Students will access, generate, process and transfer information using appropriate technologies
- Standard 5: Students will apply technological knowledge to design, construct, use, and evaluate products and systems to satisfy human and environmental needs
- Standard 7: Students will apply the knowledge and thinking skills of mathematics, science and technology to address real-life problems and make informed decisions

Examples of Related State Academic Standard(s):

New York State Learning Standards for English Language Arts at Three Levels

- Standard 1: Students will read, write, listen and speak for information and understanding

New York State Learning Standards for Career development and Occupational Studies at Three Levels

- Standard 3a: Students will demonstrate a mastery of the foundation skills and competencies essential for success in the workplace

Scoring Guidelines: Creating a Safety and Maintenance Manual

Part One: Questions 1-4 (Total possible points = 50)

- 1. Identify and discuss the two major criteria for ensuring an operational computer lab? (8 points)**

Model Response(s) - 1 point each/identification, 3 points each/discussion

- Safety: Providing a safe environment
- Maintenance: Properly maintaining computer equipment

- 2. Identify and discuss three issues related to safety in a computer lab? (12 points)**

Model Response(s) –1 point each/identification, 3 points each/discussion

- Concealment of wires to avoid exposure to electricity and to prevent tripping
- Use of surge protectors to reduce the chance of an electrical overload
- Use of chairs that promote erect posture to avoid back and neck problems

- 3. Identify and discuss seven procedures for proper maintenance of a computer lab? (28 points)**

Model Response(s) – 1 point each/identification, 3 points each/discussion

- No food or beverages allowed
- Maintenance of appropriate room temperature
- Regular dusting to computer, keyboard and monitor to avoid dust build up
- Following of established "shut down" procedures
- Secure plug and cable connections
- No vandalism such as inserting objects into the disk drive or tampering with the mouse
- Reporting all technical problems to the director of technology

- 4. What are two software applications that can be used to create the safety and maintenance manual**

Model Response(s) - 2 points for each response

- Employ a word processing program such as Microsoft Word or Word perfect
- Use a desktop publishing program to include graphics

Scoring Guidelines: Creating a Safety and Maintenance Manual

Part Two: Draft of Safety and Maintenance Manual (Total possible points = 50)

Standard or Skill/Knowledge	Scoring		
	Meets Standard (High) Total Possible points = 100	Approaching Standard (Middle) Total possible points = 78	Does Not Meet Standard (Low) Total possible points = 54
1. Identify and discuss two (2) criteria for an operational computer lab (Standard: MS1)	Identifies and discusses two criteria (6-8 pts)	Identifies and discusses one criteria (1-4 pts)	Does not address any criteria, Identifies but does not discuss (0 - 4 pts)
2. Identify and discuss three (3) issues related to safety (Standard: MS1)	Correctly identifies and discusses three safety issues (10-12 pts)	Correctly identifies and discusses two safety issues (6-10 pts)	Correctly identifies and discusses one safety issue (0-4 pts)
3. Identify and discuss seven (7) issues related to maintenance (Standard: MS1)	Correctly identifies and discusses 6-7 maintenance issues (24-28 pts)	Correctly identifies and discusses four or five maintenance issues (16-24 pts)	Correctly identifies 4 and discusses 4 or less maintenance issues (0-16 pts)
4. Identify two software applications	Identifies word processing and desktop publishing (2 pts)	Identifies one (1 pt)	Identifies 0 (0 pts)
5. Employ word processing program to produce document (Standards: CA1, COM1, COM4)	Document is free of technical errors and is presented in a clear and readable format (25 pts)	Document has some technical errors that do not distract the reader (15-20 pts)	Document is filled with technical errors (improper margins, font size too large or small, pages not numbered, line spacing is incorrect, etc.) that do not allow for easy reading of the document. (0-15 pts)
6. Use a desktop publishing program to incorporate graphics into manual (Standard: CA4)	Layout enhances text and objectives; Graphics are incorporated correctly and lend to the professional look of the document (25 pts)	Layout is adequate; Graphics are incorporated with some errors (15-20 pts)	Layout is technically poor; No graphics are used. (0-15)

SCORE SHEET – Creating a Safety and Maintenance Manual ITCC Scenario-Based Assessments

Total Possible Points: 100

Date: _____ Rater Name: _____

School: _____ Team: _____

Student #	Q1 (8)	Q2 (12)	Q3 (28)	Q4 (2)	Q5 (25)	Q6 (25)	Total Pts. (100)
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