
Assessor's Package: Scheduling Automated Tasks within the Windows 9x Operating System

Assessment Approach: Individual Assessment/Performance test

Notes:

Total Class Periods: 2 @ 40 minutes per class periods

Materials/Resources: Computer, operating system disks and software

Core Standards (from IT Career Cluster Core Standards List)

- Operate system: OS1: Review automated scheduling software. Employ desktop operating skills. Apply basic commands of operating system software. Access needed information using appropriate reference materials.
- Describe System Components: OS3: Hard drive, processor
- Employ Computer System Interface: OS5: Use task scheduler and Windows 9x
- Maintain system: OS6: Perform preventative maintenance on computer

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 have just finished building a new computer. As part of the set up of the computer workstation you must enable the automatic scheduling of the preventative maintenance functions scandisk and disk defragmentation. Do this following manufacturer documentation and proper safety guidelines. Explain the need for preventative maintenance by answering the four questions posed to you by an end user.

Examples of Related State Academic Standard(s)

- Technical skills
- Read technical documentation.
- Organization skills
- Safety skills

State IT/Technology Standard(s)— N/A

Scoring Guidelines: Scheduling Automated Tasks within the Windows 9x Operating System (Total Possible Points = 90)

Part One: Questions 1-4 (Total possible points = 20) Write short answers to the questions below. Each correct answer is worth 4 points.

1. **Why is it important to defrag on a regular basis? (4 pts)**
Defrag should be scheduled on a regular basis because when files are fragmented it takes longer for the computer to retrieve the files thereby slowing down the processing time. Also fragmented files are more likely to become corrupted during use.
2. **Why is it important to schedule a specific and automated time period in which to do the defrag? (4 pts)**
You want to defrag on a regularly scheduled and automated time period because it takes several hours and you want to do it when the computer is not going to be in use (ideally in the middle of the night).
3. **a) Describe the defrag process. (2 pts)**
The defrag process identifies where files are stored on the hard drive and rearranges them to optimize performance. During normal computer use, when files are saved, if there is insufficient space in adjacent clusters, the files will be split up automatically and parts of the files will be saved in different locations on the hard drive. The result of this is that it will take longer to retrieve files that are fragmented, and there is a greater chance of file corruption in using and handling fragmented files. The defrag process collects fragmented files and restores them in adjacent clusters on the hard drive.

b) What happens to the hard drive during this process? (2 pts)
The computer reads the stored fragments and saves them to an unused portion of the hard drive, then it erases the fragmented clusters. When the computer finds spaces cleared, it moves the pieces into adjacent clusters.
4. **Why should you regularly schedule scandisk? (4 pts)**
It is important to run scandisk because it checks your files and folders for errors, and makes sure folder directory structure is correct. Also, Scandisk can check the integrity of the hard drive itself to make sure it is free from any defects, malfunctions, or other errors. If the hard drive becomes damaged, it may result in loss of data.
5. **What does scandisk do? (4 pts)**
Scandisk is a process designed to test the technical integrity of the hard drive. Scandisk examines the surface of the disks in the hard drive looking for bad clusters. It does this by generating data, saving it and reading it to make sure that the cluster is OK. It also will mark bad disk sectors to prevent them from being used in the future.

Part Two: Scheduling Automated Tasks (Total possible points = 70)

Standard	Meets Standard (45 pts)	Approaching Standard (20-45 pts)	Does not meet Standard (0-10 pts)
Operate system:OS1: Review automated scheduling software, Employ desktop operating skills, Apply basic commands of operating system software, Access needed information using appropriate reference materials.	<ul style="list-style-type: none"> ▪ Effectively employs desktop operating skills ▪ Applies basic commands of operating system software ▪ Consults reference materials when necessary (45 pts)	<ul style="list-style-type: none"> ▪ Effectively employs some desktop operating skills ▪ Applies some basic commands of operating system software ▪ Occasionally consults reference materials when necessary (20-30 pts)	<ul style="list-style-type: none"> ▪ Cannot use desktop operating skills ▪ Does not apply basic commands of operating system software ▪ Does not use reference materials when necessary (0-10 pts)
Standard	Meets Standard (25 pts)	Approaching Standard (10-15 pts)	Does not meet Standard (0-10 pts)
Employ Computer System Interface: OS5: Use task scheduler and Windows 9x	<ul style="list-style-type: none"> ▪ Can effectively use task scheduler to schedule and complete tasks (25 pts)	<ul style="list-style-type: none"> ▪ Accesses task scheduler. Unable to schedule and complete tasks (10-15 pts)	<ul style="list-style-type: none"> ▪ Cannot access task scheduler, nor schedule and complete tasks (0-10 pts)

**SCORE SHEET – Scheduling Automated Tasks within the
Windows 9x Operating System
ITCC Scenario-Based Assessments**

Total Possible Points: 90

Date: _____ Rater Name: _____

School: _____ Team: _____

Student #	Q1 (4)	Q2 (4)	Q3 (4)	Q4 (4)	Q5 (4)	Q6 (45)	Q7 (25)	Total Pts. (90)
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