THE KENYA NATIONAL EXAMINATIONS COUNCIL

INFORMATION AND COMMUNICATION TECHNOLOGY (PROJECT)

SCHOOL BASED ASSESSMENT

2026

GRADE 10

Instructions to the Learner

(i) Work in groups of up to 5 members as directed by your teacher. Each member in the group should participate actively in each task.

(ii) This practical consists of **four** tasks.

(iii) Ensure all tasks are completed within the given time. Check your work for accuracy and completeness before submission.

(v) Prepare a soft copy of all completed tasks and submit them to your teacher using the method provided. Ensure all files are well organised and correctly named.

(v) The project will be assessed out of 50 marks.

For Supervisor's Use Only

Task	*Maximum Score*	*Learners Score*
1	13	
2	21	
3	14	
4	02	
Total	50	

SAMPLE

© 2026 The Kenya National Examinations Council.

USING PRODUCTIVITY TOOLS

As part of community service learning, your school is planning to address a real life problem within the school or locality. These problems include waste management, environmental conservation, health and safety awareness, time management among learners, road safety and small business record keeping.

You have been asked to use the following productivity tools to investigate a problem, analyse information gathered and propose practical solutions to the problem:

(a) word processor;
(b) spreadsheet;
(c) presentation software.

As ICT learners, you are required to identify a problem, analyse information gathered and propose practical solutions to the problem by performing **Task 1**, **Task 2**, **Task 3** and **Task 4**.

Task 1: Collecting and analysing information (13 marks)

Collect and analyse information about a problem within the school or locality by performing the following tasks in turns:

1. Identify a problem in your school or community.
2. Collect information about the problem identified from at least 20 participants.
3. Using spreadsheets, perform the following tasks:
   (a) Enter the information collected into a worksheet capturing headings and labels.
   (b) Use formulas and functions to analyse the information.
   (c) Create at least one chart or graph from the analysed information.
   (d) Save the worksheet.

Task 2: Report writing (21 marks)

Prepare a report on the findings in Task 1 by performing the following tasks in turns:

1. Using a word processor, prepare a report that includes:
   (a) Title and introduction.
   (b) Description of the problem.
   (c) Causes of the problem in bullets.
   (d) Effects of the problem with at least one image.
   (e) Proposed solutions summarised in a table.
   (f) Appropriate conclusion.
2. Format the document as follows:
   (a) Use headings.
   (b) Apply different font styles.

SAMPLE

(c) Apply appropriate line spacing.
(d) Use different alignment styles.

3. Generate a table of contents for the report.
4. Save the report using an appropriate file name.
5. Use mail merge to share the project report with at least ten classmates.
6. Save the personalised mail merge letters as a separate document.

Task 3: Presentation (14 marks)

Prepare a presentation by performing the following tasks in turns:

1. Using a presentation productivity tool, create a presentation with five to eight slides summarising the:
   (a) Title of the problem.
   (b) Problem description.
   (c) Key findings including a chart or graph.
   (d) Proposed solutions.
   (e) Conclusion.
2. Apply the following to the presentation:
   (a) Slide designs.
   (b) Transitions.
   (c) Animations.
3. Save the presentation.
4. Make oral presentations to the school community.

Task 4: File management (2 marks)

1. Save all files in one folder.
2. Submit the project tasks in an e-portfolio.

THIS IS THE LAST PRINTED PAGE.

SAMPLE

INFORMATION AND COMMUNICATION TECHNOLOGY (PROJECT)
SCHOOL BASED ASSESSMENT
GRADE 10
Duration: 2 weeks

SAMPLE

THE KENYA NATIONAL EXAMINATIONS COUNCIL

SCHOOL BASED ASSESSMENT

INFORMATION AND COMMUNICATION TECHNOLOGY (PROJECT)

INSTRUCTIONS TO THE TEACHER

1.0 Computer hardware and software requirements

Ensure the following devices required for this practical are available, functional and ready for use by learners:

1.1 Functional computers installed with the following software:
- 1.1.1 Operating system
- 1.1.2 Word processor
- 1.1.3 Spreadsheets
- 1.1.4 Presentation

1.2 Storage media for saving the e-portfolio.

2.0 Power supply

Ensure a reliable, stable power supply to prevent interruptions during the project assessment.

3.0 Safety precautions

Guide learners to observe the following safety precautions when undertaking the practical assessment:

3.1 Avoid changing critical system settings unless instructed, as this may affect the proper functioning of the computer.
3.2 Save their work as they perform the tasks.
3.3 Avoid sharing external storage media before scanning them for viruses.

4.0 Project assessment instructions

4.1 The project requires learners to identify a real life problem within their school or local community and use productivity tools to investigate the problem, analyse information and propose practical solutions. The teachers should adapt the project context based on the school's locality and the available resources.
4.2 This project consists of **FOUR** tasks, **Task 1**, **Task 2, Task 3** and **Task 4**.
4.3 Encourage learners to complete the project within the stipulated time.

5.0 Group formation

The tasks should be performed in groups of up to five learners. Ensure a balanced distribution of learners in each group by:

5.1 Forming mixed ability groups that take into account learners different levels of ability.
5.2 Distributing learners skills and strengths evenly across all groups.
5.3 Ensuring gender balance within each group.
5.4 Monitoring group interactions and making adjustments where necessary to support effective collaboration.
5.5 Assigning clear roles within each group such as a group leader and a secretary, to promote responsibility and teamwork.
5.6 Encouraging learners to work collaboratively.

6.0 Administration of the project

6.1 Verify that all devices provided to the learners are working correctly.
6.2 Test the functionality of all the software required before the assessment.
6.3 Disable unauthorised applications and restrict access to unnecessary files or programs.
6.4 Create or provide user accounts with appropriate permissions for learners.
6.5 Set up file storage locations for saving learners work.
6.6 Disable internet access for tasks that do not require it or restrict access to approved resources only.
6.7 Ensure fairness by giving all learners equal time, instructions and conditions for completing the tasks.
6.8 Ensure each group clearly labels files for each task.

SAMPLE

6.9 Collect and store learners work electronically for assessment and scoring.
6.10 Ensure the e-portfolio includes all required evidence such as documents and screenshots.
6.11 Maintain secure storage of e-portfolios to protect against tampering or loss.

7.0 Scoring the assessment tasks

Ensure that the scoring of each task is objective, consistent and based on the provided scoring guide. To achieve this:

7.1 Use the scoring guide provided to assess the learners performance on the tasks.
7.2 Adhere to the criteria as outlined for each task.
7.3 Use clear evidence for each task and award scores based only on observable outcomes.
7.4 Assess each criteria independently and score each task step separately to avoid bias.
7.5 Standardise marking where two or more teachers are involved. Agree on scoring interpretations before assessment.
7.6 Enter the scores for individual learners in the score sheet provided.

8.0 Maintaining the e-portfolio

8.1 Ensure all learner e-portfolios are securely stored in a designated digital storage such as flash disks, CD/DVDs, hard disks, a school server or an approved cloud platform.
8.2 Perform regular backups to prevent loss of data.
8.3 Restrict access to the e-portfolios to authorised persons only.
8.4 Retain the e-portfolios for one year for verification.
8.5 Do not make alterations to submitted work after assessment.
8.6 At the end of the retention period, archive the e-portfolios to support future learning and serve as reference materials.

SAMPLE