## 13931 Formative assessments

Formative assessment 1 SO1 AC 1-4

#### Group practical activity

In a group, find out what office equipment is used by the college. Think specifically of items such as:

* Fax
* Photo copier
* Computers
* Projectors

Find out what the procedures are for maintaining the photo copier. Make notes for yourself.

* Where is the manual regarding maintenance of the photo copier kept? Request a copy of the manual and in your group read through the manual to make sure that you understand how the photo copier has to be cleaned and maintained.
* How often and how is the photo copier cleaned? Is this in line with the supplier’s instructions?
* What material is used to clean the photo copier?
* What paper is used?
* How regularly does the provider service the photo copier?
* What would happen if the provider is not notified that the photo copier is due for a service?
* Who in the college must be notified if the photo copier is due for a service?
* What safety procedures must be adhered to when cleaning the photo copier? Why?

Formative assessment 2 SO2 AC1-5

#### Group research activity

This is a group assignment

Find out from the college or the place of work of a friend/family member:

* What equipment they use
* Which organisations deliver maintenance services. Make a list of these organisations as well as their contact details: person to contact, telephone numbers, fax numbers, etc.
* Select 3 pieces of office equipment and note the procedures to follow for maintenance, including replenishing requirements.
* Find out if there are alternative service providers who can deliver this service. The Yellow pages or the telephone book should help you here. Make a list of these details.
* Write down what the procedure is to contact the company who maintains the equipment
* Who must problems be reported to?

Discuss your findings in class.

Formative assessment 3 SO3 AC1-7

#### Group practical activity

Find out what the procedures are for maintaining the computer in your place of work. Make notes for yourself.

* Where is the manual regarding maintenance of the computer kept? Request a copy of the manual and in your group read through the manual to make sure that you understand how the computers has to be cleaned and maintained.
* How often and how is the computer cleaned? Is this in line with the supplier’s instructions?
* What material is used to clean the computer?
* How regularly does the provider service the computers in your workplace?
* What would happen if the provider is not notified that the computer is due for a service?
* Who in your workplace must be notified if the computer is due for a service?
* What safety procedures must be adhered to when cleaning the computer? Why?

You are going to clean the computer or the photo copier. Find out the following and make notes for yourself:

* Where are the cleaning materials kept?
* What happens to the cleaning materials after it has been used?
* Will you be able to do this in your place of work?

Clean the computer or photo copier and check that it is in working order before releasing it for use.