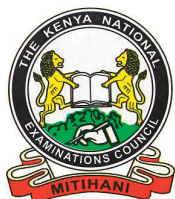


451/2 Instr. Sc.
COMPUTER STUDIES
Paper 2
(PRACTICAL)
Oct./Nov. 2021



THE KENYA NATIONAL EXAMINATIONS COUNCIL
Kenya Certificate of Secondary Education
COMPUTER STUDIES
Paper 2
(PRACTICAL)

Instructions to Schools

The information contained in this document is to enable the Head teacher of the school and the Teacher in charge of Computer Studies (451) to make adequate preparation for this year's Computer Studies practical examination, paper 2 (451/2).

These instructions consist of 2 printed pages.

© 2021 The Kenya National Examinations Council

Each school offering Computer Studies (451) should ensure that:

- 1 each candidate is provided with a computer which has a CD writing capability and the following software installed:
 - (i) Desktop Publishing Program e.g. MS publisher;
 - (ii) Word Processor e.g. MS Word;
 - (iii) Spreadsheet e.g. MS Excel;
 - (iv) Database e.g. MS Access.
- 2 there are enough virus free computers and fast printers to enable all the candidates to take the examination in **not more than two** sessions;
- 3 before the examination, the teacher in charge of Computer Studies ensures that local area network in the computer examination room is **disabled**;
- 4 all data files in the candidates' computers are deleted before commencement of the examination.
- 5 all files related to the examination, including those in the recycle bin are **deleted** from the computers before the start of each session;
- 6 there are enough appropriate/permanent marker pens for labelling candidates' compact disks;
- 7 there is at least one **quality** blank re-writable Compact Disk (CD-RW) for each candidate;
- 8 the standards, formats and language in the candidates' computers are set to United Kingdom and English (UK). Update the system date and time.