

451/2 Inst. Sc.
COMPUTER STUDIES
Paper 2
(PRACTICAL)
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THE KENYA NATIONAL EXAMINATIONS COUNCIL
Kenya Certificate of Secondary Education
COMPUTER STUDIES
Paper 2

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 451/2.

This paper consists of 2 printed pages.

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

- 1 each candidate is provided with a computer which has CD writing capability and the following software installed:
 - DTP e.g. Ms Publisher or PageMaker;
 - Word Processor e.g. Ms Word;
 - Spreadsheet e.g. Ms Excel;
 - Database e.g. Ms Access.
- 2 there are enough virus free computers and fast printers to enable 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 the computer network in the examination-room is **disabled**;
- 4 all files related to the examination are **deleted** from the computers before the start of each session.
- 5 the recycle bin is emptied before the start of each session.
- 6 there are enough appropriate pens for labelling compact disks.
- 7 there is at least one quality blank re-writable Compact Disk (CD-RW) for each candidate.

