

ACTIVITY

The Head Teacher of your secondary school has grown increasingly concerned about the continuous reliance on external service providers to print school examinations. This process has proven to be costly, time-consuming, and at times insecure, especially when handling confidential examination materials.

Driven by the desire to improve efficiency, reduce long-term costs, and enhance the security of academic documents, the Head Teacher has decided that the school should begin designing and printing its own examinations internally. He envisions a well-equipped school-based printing and production unit that can handle exam setting, formatting, printing, and storage.

However, despite this strong vision, the Head Teacher faces a major challenge—he lacks sufficient knowledge about the appropriate ICT tools, equipment, and systems required to successfully establish such a setup. He is unsure about the types of computers, printers, software, networking requirements, and security measures needed to ensure smooth and professional operations.

TASK

I). Recognizing your expertise in Information and Communication Technology (ICT), the Head Teacher has approached you for professional guidance. He seeks your advice on how to plan, set up, and manage an efficient in-house examination production system that meets the school's academic and administrative needs.

II). Which safety precautions will undertake to ensure safe use of the tools which which will be purchased.