

Instruction Sheet for the Candidate

Qualification	Agriculture Machinery Operator (Level -3)
Competency Standard	Prepare word document
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Setup a page in word • Edit word document • Format word document • Use of Insert in the word file
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to

<p>Minimum Evidence Required</p>	<p>Setup a page in word</p> <ol style="list-style-type: none"> 1. Identify the components of page layout 2. Use margins 3. Use orientation 4. Use size of page 5. Use columns 6. Use page break 7. Use line numbers <p>Edit word document</p> <ol style="list-style-type: none"> 1. Identify the components to edit word document 2. Use save document 3. Use cut text in document 4. Use copy text in document 5. Use paste text in document 6. Use format painter <p>Format word document</p> <ol style="list-style-type: none"> 1. Identify components for format word document 2. Use font style 3. Use font size 4. Use font alignment 5. Use line spacing 6. Use bold text 7. Use italic text 8. Use underline text <p>Use of Insert in the word file</p> <ol style="list-style-type: none"> 1. Identify the components of the insert in a word document 2. Add cover page 3. Insert a picture in a word file 4. Make a table in a word file 5. Add clip art in document 6. Insert shapes 7. Insert SmartArt 8. Make chart 9. Use header
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	<p>10. Use footer</p> <p>11. Use page number</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Agriculture Machinery Operator (Level -3)
Competency Standard	Prepare word document
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Setup a page in word Edit word document Format word document Use of Insert in the word file

I can.....

Performance Criteria	Yes	No
1. Identify the components of page layout	<input type="checkbox"/>	<input type="checkbox"/>
2. Use margins	<input type="checkbox"/>	<input type="checkbox"/>
3. Use orientation	<input type="checkbox"/>	<input type="checkbox"/>
4. Use size of page	<input type="checkbox"/>	<input type="checkbox"/>
5. Use columns	<input type="checkbox"/>	<input type="checkbox"/>
6. Use page break	<input type="checkbox"/>	<input type="checkbox"/>
7. Use line numbers	<input type="checkbox"/>	<input type="checkbox"/>
8. Identify the components to edit word document	<input type="checkbox"/>	<input type="checkbox"/>
9. Use save document	<input type="checkbox"/>	<input type="checkbox"/>
10. Use cut text in document	<input type="checkbox"/>	<input type="checkbox"/>
11. Use copy text in document	<input type="checkbox"/>	<input type="checkbox"/>
12. Use paste text in document	<input type="checkbox"/>	<input type="checkbox"/>
13. Use format painter	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify components for format word document	<input type="checkbox"/>	<input type="checkbox"/>

15. Use font style	<input type="checkbox"/>	<input type="checkbox"/>
16. Use font size	<input type="checkbox"/>	<input type="checkbox"/>
17. Use font alignment	<input type="checkbox"/>	<input type="checkbox"/>
18. Use line spacing	<input type="checkbox"/>	<input type="checkbox"/>
19. Use bold text	<input type="checkbox"/>	<input type="checkbox"/>
20. Use italic text	<input type="checkbox"/>	<input type="checkbox"/>
21. Use underline text	<input type="checkbox"/>	<input type="checkbox"/>
22. Identify the components of the insert in a word document	<input type="checkbox"/>	<input type="checkbox"/>
23. Add cover page	<input type="checkbox"/>	<input type="checkbox"/>
24. Insert a picture in a word file	<input type="checkbox"/>	<input type="checkbox"/>
25. Make a table in a word file	<input type="checkbox"/>	<input type="checkbox"/>
26. Add clip art in document	<input type="checkbox"/>	<input type="checkbox"/>
27. Insert shapes	<input type="checkbox"/>	<input type="checkbox"/>
28. Insert SmartArt	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Agriculture Machinery Operator (Level -3)
Competency Standard	Prepare word document
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task		<ul style="list-style-type: none"> • Setup a page in word • Edit word document • Format word document • Use of Insert in the word file 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the components of page layout			
2.	Use margins			
3.	Use orientation			
4.	Use size of page			
5.	Use columns			
6.	Use page break			
7.	Use line numbers			
8.	Identify the components to edit word document			
9.	Use save document			
10.	Use cut text in document			
11.	Use copy text in document			
12.	Use paste text in document			
13.	Use format painter			
14.	Identify components for format word document			
15.	Use font style			
16.	Use font size			
17.	Use font alignment			
18.	Use line spacing			

19.	Use bold text			
20.	Use italic text			
21.	Use underline text			
22.	Identify the components of the insert in a word document			
23.	Add cover page			
24.	Insert a picture in a word file			
25.	Make a table in a word file			
26.	Add clip art in document			
27.	Insert shapes			
28.	Insert SmartArt			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Agriculture Machinery Operator (Level -3)
Competency Standard	Prepare word document
Purpose of Assessment	Formative Assessment

Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Enlist the components to prepare a word document		
2.	Describe edit word document		
3.	Importance of the format of a word document		

Feedback to the Candidate

Candidate's Signature _____ Assessor's Signature _____