

Instruction Sheet for the Candidate

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare spreadsheets
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____
	Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Identify Main parts of a spreadsheet • Use basic formula • Format workbook • Create charts and Graphs
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Identify Main parts of a spreadsheet</p> <ol style="list-style-type: none"> 1. Identify cell in a workbook 2. Identify ribbon 3. Identify row heading 4. Identify column heading 5. Identify the formula bar 6. Identify worksheet 7. Identify work area identify view buttons <p>Use basic formula</p> <ol style="list-style-type: none"> 1. Use summation formula 2. Use subtraction formula 3. Use multiply formula 4. Use division formula 5. Use the average formula 6. Use Maximum formula 7. Use minimum formula <p>Format workbook</p>

	<ol style="list-style-type: none"> 1. Insert table row 2. Insert table column 3. Delete table row 4. Delete table column 5. Use conditional formatting 6. Use table style 7. Use cell style <p style="text-align: center;">Create charts and Graphs</p> <ol style="list-style-type: none"> 1. Identify charts components 2. Create a column graph 3. Create a line graph 4. Create a bar graph 5. Create a pie graph
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare spreadsheets
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Identify Main parts of a spreadsheet Use basic formula Format workbook Create charts and Graphs

I can.....

Performance Criteria	Yes	No
1. Identify cell in a workbook	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify ribbon	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify row heading	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify column heading	<input type="checkbox"/>	<input type="checkbox"/>
5. Identify the formula bar	<input type="checkbox"/>	<input type="checkbox"/>
6. Identify worksheet	<input type="checkbox"/>	<input type="checkbox"/>
7. Identify work area identify view buttons	<input type="checkbox"/>	<input type="checkbox"/>
8. Use summation formula	<input type="checkbox"/>	<input type="checkbox"/>
9. Use subtraction formula	<input type="checkbox"/>	<input type="checkbox"/>
10. Use multiply formula	<input type="checkbox"/>	<input type="checkbox"/>
11. Use division formula	<input type="checkbox"/>	<input type="checkbox"/>
12. Use the average formula	<input type="checkbox"/>	<input type="checkbox"/>
13. Use Maximum formula		

14. Use minimum formula		
15. Use word count formula		
16. Insert table row	<input type="text"/>	<input type="text"/>
17. Insert table column		
18. Delete table row		
19. Delete table column		
20. Use conditional formatting		
21. Use table style		
22. Use cell style		
23. Identify charts components		
24. Create a column graph		
25. Create a line graph		
26. Create a bar graph		
27. Create a pie graph		

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare spreadsheets
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"> • Identify Main parts of a spreadsheet • Use basic formula • Format workbook • Create charts and Graphs 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify cell in a workbook			
2.	Identify ribbon			
3.	Identify row heading			
4.	Identify column heading			
5.	Identify the formula bar			
6.	Identify worksheet			
7.	Identify work area identify view buttons			
8.	Use summation formula			
9.	Use subtraction formula			
10.	Use multiply formula			
11.	Use division formula			
12.	Use the average formula			
13.	Use Maximum formula			
14.	Use minimum formula			
15.	Use word count formula			
16.	Insert table row			
17.	Insert table column			

18.	Delete table row			
19.	Delete table column			
20.	Use conditional formatting			
21.	Use table style			
22.	Use cell style			
23.	Identify charts components			
24.	Create a column graph			
25.	Create a line graph			
26.	Create a bar graph			
27.	Create a pie graph			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare spreadsheets
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.	What is the short key for copy and paste?		
2.	What is the formula of submission?		
3.	Named 3 chart types?		

Feedback to the Candidate

Candidate's Signature _____ Assessor's Signature _____