

Instruction Sheet for the Candidate

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare Presentation
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"> • Prepare slides • Select animation effects • Select Slide show
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Prepare slides</p> <ol style="list-style-type: none"> 1. Identify the components of the PowerPoint slide 2. Use layout of slides (title only, title slide, title and contents, two contents, and blank) 3. Apply slide design 4. Add smart art <p>Select animation effects</p> <ol style="list-style-type: none"> 1. Identify the various animation effects 2. Use animation pane 3. Use timing of an animation <p>Select Slide show</p> <ol style="list-style-type: none"> 1. Identify slide show option 2. Start from beginning 3. Start from the current slide 4. Strat recorded slide show

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare Presentation
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Prepare slides Select animation effects Select Slide show

I can.....

Performance Criteria	Yes	No
1. Identify the components of the PowerPoint slide	<input type="checkbox"/>	<input type="checkbox"/>
2. Use layout of slides (title only, title slide, title and contents, two contents, and blank)	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply slide design	<input type="checkbox"/>	<input type="checkbox"/>
4. Add smart art	<input type="checkbox"/>	<input type="checkbox"/>
5. Identify the various animation effects	<input type="checkbox"/>	<input type="checkbox"/>
6. Use animation pane	<input type="checkbox"/>	<input type="checkbox"/>
7. Use timing of an animation	<input type="checkbox"/>	<input type="checkbox"/>
8. Identify slide show option	<input type="checkbox"/>	<input type="checkbox"/>
9. Start from beginning	<input type="checkbox"/>	<input type="checkbox"/>
10. Start from the current slide	<input type="checkbox"/>	<input type="checkbox"/>
11. Start recorded slide show	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare presentation
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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"> Prepare slides Select animation effects Select Slide show 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the components of the PowerPoint slide			
2.	Use layout of slides (title only, title slide, title and contents, two contents, and blank)			
3.	Apply slide design			
4.	Add smart art			
5.	Identify the various animation effects			
6.	Use animation pane			
7.	Use timing of an animation			
8.	Identify slide show option			
9.	Start from beginning			
10.	Start from the current slide			
11.	Strat recorded slide show			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Prepare Presentation
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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.	Short key for Slideshow?		
2.	How to add scaler and footer?		
3.	How to Bold Your Title?		

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Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____