

Instruction Sheet for the Candidate

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Manage E-mail/Internet
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"> • Manage E-mail account • Perform Browsing • Download data
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p style="text-align: center;">Manage E-mail account</p> <ol style="list-style-type: none"> 1. Identify the e-mail service providers 2. Identify components of e-mail 3. Creat e-mail account 4. Compose e-mail 5. Use inbox of the e-mail 6. Use sent items of e-mail <p>Perform Browsing</p> <ol style="list-style-type: none"> 1. Identify various search engines (Google, yahoo, bing) 2. Perform a search on different search engines 3. Perform browsing of various objects 4. Perform browsing of various videos <p style="text-align: center;">Download data</p> <ol style="list-style-type: none"> 1. Identify various downloaders (IDM and eagle get)

	<p>2. Identify different file formats (MP3, MP4, PDF, JPG, Dox, RAR, and EXE)</p> <p>Saving a file with a proper path</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Manage E-mail/Internet
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Manage E-mail account • Perform Browsing • Download data

I can.....

Performance Criteria	Yes	No
1. Identify the e-mail service providers	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify components of e-mail	<input type="checkbox"/>	<input type="checkbox"/>
3. Create-mail account	<input type="checkbox"/>	<input type="checkbox"/>
4. Compose e-mail	<input type="checkbox"/>	<input type="checkbox"/>
5. Use inbox of the e-mail	<input type="checkbox"/>	<input type="checkbox"/>
6. Use sent items of e-mail	<input type="checkbox"/>	<input type="checkbox"/>
7. Identify various search engines (Google, yahoo, bing)	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform a search on different search engines	<input type="checkbox"/>	<input type="checkbox"/>
9. Perform browsing of various objects	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform browsing of various videos	<input type="checkbox"/>	<input type="checkbox"/>
11. Identify various downloaders (IDM and eagle get)	<input type="checkbox"/>	<input type="checkbox"/>
12. Identify different file formats (MP3, MP4, PDF, JPG, Dox, RAR, and EXE)	<input type="checkbox"/>	<input type="checkbox"/>
13. Saving a file with a proper path		

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Manage E-mail/Internet
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ 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: _____

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"> Manage E-mail account Perform Browsing Download data 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the e-mail service providers			
2.	Identify components of e-mail			
3.	Create-mail account			
4.	Compose e-mail			
5.	Use inbox of the e-mail			
6.	Use sent items of e-mail			
7.	Identify various search engines (Google, yahoo, bing)			
8.	Perform a search on different search engines			
9.	Perform browsing of various objects			
10.	Perform browsing of various videos			
11.	Identify various downloaders (IDM and eagle get)			
12.	Identify different file formats (MP3, MP4, PDF, JPG, Dox, RAR, and EXE)			
13.	Saving a file with a proper path			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Agricultural Machinery Operator (Level -3)
Competency Standard	Manage E-mail/Internet
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.	Name any three search Engines?		
2.	Name any two downloaders?		

3.	How to attach files with your email?		

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