

## Instruction Sheet for the Candidate

<b>Qualification</b>	Email and Newsletter Developer (Content Writing)
<b>Competency Standard</b>	Write professional emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Identify Email Platforms</li> <li>• Setup an Email account</li> <li>• Compose an Email</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Identify Email Platforms</b></p> <ol style="list-style-type: none"> <li>1. Explore different email platforms e.g. Microsoft Outlook, Gmail, Yahoo Mail etc.</li> <li>2. Identify the commonalities and differences of multiple email platforms.</li> </ol> <p><b>Setup an Email account</b></p> <ol style="list-style-type: none"> <li>3. Demonstrate the steps for setting up an email account.</li> <li>4. Identify errors while configuring an email account.</li> <li>5. Secure your Email ID by setting up powerful password.</li> </ol> <p><b>Compose an Email</b></p> <ol style="list-style-type: none"> <li>6. Explore the use of Inbox, Outbox/Sent, Trash/Junk, Draft folders.</li> <li>7. Identify the difference between sender's address and receiver's address.</li> <li>8. Choose the subject of the email</li> <li>9. Compose the email with a file attachment</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Email and Newsletter Developer (Content Writing)
<b>Competency Standard</b>	Write professional emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Identify Email Platforms</li> <li>• Setup an Email account</li> <li>• Compose an Email</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Identify the commonalities and differences of multiple email platforms.	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrate the steps for setting up an email account.	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify errors while configuring an email account.	<input type="checkbox"/>	<input type="checkbox"/>
4. Secure Email ID by setting up powerful password.	<input type="checkbox"/>	<input type="checkbox"/>
5. Explore the use of Inbox, Outbox/Sent, Trash/Junk, Draft folders.	<input type="checkbox"/>	<input type="checkbox"/>
6. Identify the difference between sender's address and receiver's address.	<input type="checkbox"/>	<input type="checkbox"/>
7. Choose the subject of the email.	<input type="checkbox"/>	<input type="checkbox"/>
8. Compose an email.	<input type="checkbox"/>	<input type="checkbox"/>
9. Attach a file with the email.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgement Guide

<b>Qualification</b>	Email and Newsletter Developer (Content Writing)
<b>Competency Standard</b>	Write professional emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Identify Email Platforms</li> <li>Setup an Email account</li> <li>Compose an Email</li> </ul>			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Identify the commonalities and differences of multiple email platforms.			
2.	Demonstrate the steps for setting up an email account.			
3.	Identify/Remove errors while configuring an email account.			
4.	Secure Email ID by setting up powerful password.			
5.	Demonstrate full competence while working with Inbox, Outbox/Sent, Trash/Junk, Draft folders.			
6.	Identify the difference between sender's address and receiver's address.			
7.	Choose the subject of the email.			
8.	Compose the email.			
9.	Attach a file with the email.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Email and Newsletter Developer (Content Writing)
<b>Competency Standard</b>	Write professional emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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.	Define email?		
2.	Name famous email platforms?		
3.	Differentiate between professional and non-professional emails?		

<b>Feedback to the Candidate</b>
<b>Candidate's Signature</b> _____ <b>Assessor's Signature</b> _____