

Instruction Sheet for the Candidate

Qualification	Email and Newsletter Developer (Content Writing)
Competency Standard	Perform Editing and Proofreading
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 02 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Perform Spell Check. • Find/Remove Grammatical Mistakes • Structurize email
Time: 02 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Perform Spell Check <ol style="list-style-type: none"> 1. Perform proofreading on composed email. 2. Identify spelling mistakes. 3. Remove the spelling mistakes. 4. Use AutoCorrect Feature. Find/Remove Grammatical Mistakes <ol style="list-style-type: none"> 5. Identify the grammatical mistakes. 6. Remove grammatical errors. Structurize Email <ol style="list-style-type: none"> 7. Divide the email in paragraphs. 8. Check for the conflicting or any wrong information. 9. Check if the paragraphs are well structured

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Email and Newsletter Developer (Content Writing)
Competency Standard	Perform Editing and Proofreading
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Perform Spell Check. • Find/Remove Grammatical Mistakes • Structurize email

I can.....

Performance Criteria	Yes	No
1. Perform proofreading on composed email.	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
3. Remove the spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
4. Use AutoCorrect Feature	<input type="checkbox"/>	<input type="checkbox"/>
5. Identify grammatical mistakes	<input type="checkbox"/>	<input type="checkbox"/>
6. Remove grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>
7. Divide the email in paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
8. Check for the conflicting or any wrong information	<input type="checkbox"/>	<input type="checkbox"/>
9. Check if the paragraphs are well structured	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgement Guide

Qualification	Email and Newsletter Developer (Content Writing)
Competency Standard	Perform Editing and Proofreading
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"> Perform Spell Check. Find/Remove Grammatical Mistakes Structurize email 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Perform proofreading on composed email.			
2. Identify spelling mistakes.			
3. Remove the spelling mistakes.			
4. Use AutoCorrect Feature			
5. Identify grammatical mistakes			
6. Remove grammatical errors			
7. Divide the email in paragraphs			
8. Remove the conflicting or any wrong information			
9. Ensure if the paragraphs are well structured			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Knowledge Assessment

Qualification	Email and Newsletter Developer (Content Writing)
Competency Standard	Perform Editing and Proofreading
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.	Name common types of typing mistakes?		
2.	What is autocorrect feature?		
3.	What is proofreading?		

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