

Instruction Sheet for the Candidate

Qualification	Communication Assistant (Content Writing)
Competency Standard	Compile Media Publication
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"> • Setup google alerts • Hire media monitoring services • Search media coverage of company
Time: 02 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Setup google alerts <ol style="list-style-type: none"> 1. Set up Google Alerts for your business name. 2. Add news alerts generated by Google Alerts Hire media monitoring services <ol style="list-style-type: none"> 3. Engage media monitoring services for your business. 4. Add news coverage received from the services into your compilation file Search media coverage of company <ol style="list-style-type: none"> 5. Check company news on various platforms (print,electronic and digital media) 6. Add the missed news coverage into the compilation

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Communication Assistant (Content Writing)
Competency Standard	Compile Media Publication
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Setup google alerts Hire media monitoring services Search media coverage of company

I can.....

Performance Criteria	Yes	No
1. Set up Google Alerts for your business name.	<input type="checkbox"/>	<input type="checkbox"/>
2. Add news alerts generated by Google Alerts	<input type="checkbox"/>	<input type="checkbox"/>
3. Engage media monitoring services for your business.	<input type="checkbox"/>	<input type="checkbox"/>
4. Add news coverage received from the services into your compilation file	<input type="checkbox"/>	<input type="checkbox"/>
5. Check company news on various platforms (print,electronic and digital media)	<input type="checkbox"/>	<input type="checkbox"/>
6. Add the missed news coverage into the compilation	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

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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"> Setup google alerts Hire media monitoring services Search media coverage of company 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Set up Google Alerts for your business name.			
2.	Add news alerts generated by Google Alerts			
3.	Engage media monitoring services for your business.			
4.	Add news coverage received from the services into your compilation file			
5.	Check company news on various platforms (print, electronic and digital media)			
6.	Add the missed news coverage into the compilation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Communication Assistant (Content Writing)
Competency Standard	Compile Media Publication
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.	What is search Engine?		
2.	What is web browser?		
3.	Define Google alerts		

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