

Instruction Sheet for the Candidate

Qualification	Copy Editing (Content Writing)
Competency Standard	Verify Factual Correctness of information
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 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Check the factual correctness of the given contents • Correct the Facts • Approve the Content
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Check the factual correctness of the given contents <ol style="list-style-type: none"> 1. Read the content completely. 2. Cross check the references/sources Correct the Facts <ol style="list-style-type: none"> 3. Align facts with references/sources. 4. Review the content for its accuracy. Approve the Content <ol style="list-style-type: none"> 5. Accept the article/content if it is factually correct. 6. Reject the article if it is factually incorrect or fake.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Copy Editing (Content Writing)
Competency Standard	Verify Factual Correctness of information
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Check the factual correctness of the given contents Correct the Facts Approve the Content

I can.....

Performance Criteria	Yes	No
1. Read the content completely.	<input type="checkbox"/>	<input type="checkbox"/>
2. Cross check the references/sources.	<input type="checkbox"/>	<input type="checkbox"/>
3. Align facts with references/sources.	<input type="checkbox"/>	<input type="checkbox"/>
4. Review the content for its accuracy.	<input type="checkbox"/>	<input type="checkbox"/>
5. Accept the article/content if it is factually correct.	<input type="checkbox"/>	<input type="checkbox"/>
6. Reject the article if it is factually incorrect or fake.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Copy Editing (Content Writing)
Competency Standard	Verify Factual Correctness of information
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"> Check the factual correctness of the given contents Correct the Facts Approve the Content 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Read the content completely.			
2.	Cross check the references/sources.			
3.	Align facts with references/sources.			
4.	Review the content for its accuracy.			
5.	Accept the article/content if it is factually correct.			
6.	Reject the article if it is factually incorrect or fake.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Copy Editing (Content Writing)
Competency Standard	Verify Factual Correctness of information
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 any two types of articles.		
2.	What is meant by correctness?		
3.	Provide three type of facts.		

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