

Instruction Sheet for the Candidate

Qualification	Copy Editing (Content Writing)
Competency Standard	Check Format, Readability & Policies
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 04 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Check the Format and Readability of the Content • Apply the Editorial Policies
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Check the Format and Readability of the Content <ol style="list-style-type: none"> 1. Read the content completely. 2. Cross check the references/sources Apply the Editorial Policies <ol style="list-style-type: none"> 3. Align facts with references/sources. 4. Review the content for its accuracy.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Copy Editing (Content Writing)
Competency Standard	Check Format, Readability & Policies
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Check the Format and Readability of the Content • Apply the Editorial Policies

I can.....

Performance Criteria	Yes	No
1. Read the given article/content to figure out the quality (consistent with policy and guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify whether the article/content is written in accordance with style guide.	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply changes in the article/content according to style guide and readability	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify the editorial policies.	<input type="checkbox"/>	<input type="checkbox"/>
5. Convert the content to align with editorial policies.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Copy Editing (Content Writing)
Competency Standard	Check Format, Readability & Policies
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 Format and Readability of the Content Apply the Editorial Policies 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Read the given article/content to figure out the quality (consistent with policy and guidelines).			
2. Identify whether the article/content is written in accordance with style guide.			
3. Apply changes in the article/content according to style guide and readability			
4. Identify the editorial policies.			
5. Convert the content to align with editorial policies.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Knowledge Assessment

Qualification	Copy Editing (Content Writing)
Competency Standard	Check Format, Readability & Policies
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.	Give 3 examples of editorial policies.		
2.	Tell the process of apply style in the editor.		
3.	Provide the three type of facts.		

4.	What is meant by bold and italic in document editor?		

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