

Instruction Sheet for the Candidate

Qualification	Freelance Writer (Content Writer)
Competency Standard	Search multiple topics
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Develop Good Search Skills • Collect Material from Reliable Sources • Discover Emerging Trends • Collect information from field experts
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Develop Good Search Skills</p> <ol style="list-style-type: none"> 1. Search the topic online on search engines. 2. Use search engines like Google, Bing, Yahoo, etc. for collecting research data. <p>Collect Material from Reliable Sources</p> <ol style="list-style-type: none"> 3. Collect information from reliable online sources 4. Analyze and validate the information collected. <p>Discover Emerging Trends and Interesting Stories</p> <ol style="list-style-type: none"> 5. Collect information on emerging search trends and user intent. 6. Evaluate interesting stories for client's websites or personal blog to generate more traffic <p>Conduct Interview of Field Experts</p> <ol style="list-style-type: none"> 7. Contact field experts. 8. Ask relevant questions for accurate information 9. Create an outline of the collected information

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Freelance Writer (Content Writer)
Competency Standard	Search multiple topics
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Develop Good Search Skills • Collect Material from Reliable Sources • Discover Emerging Trends • Collect information from field experts

I can.....

Performance Criteria	Yes	No
1. Search the topic online on search engines.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use search engines like Google, Bing, Yahoo, etc. for collecting research data.	<input type="checkbox"/>	<input type="checkbox"/>
3. Collect information from reliable online sources	<input type="checkbox"/>	<input type="checkbox"/>
4. Analyze and validate the information collected.	<input type="checkbox"/>	<input type="checkbox"/>
5. Collect information on emerging search trends and user intent.	<input type="checkbox"/>	<input type="checkbox"/>
6. Evaluate interesting stories for client's websites or personal blog to generate more traffic	<input type="checkbox"/>	<input type="checkbox"/>
7. Contact field experts	<input type="checkbox"/>	<input type="checkbox"/>
8. Ask relevant questions for accurate information	<input type="checkbox"/>	<input type="checkbox"/>
9. Create an outline of the collected information	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Freelance Writer (Content Writer)
Competency Standard	Search multiple topics
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"> Develop Good Search Skills Collect Material from Reliable Sources Discover Emerging Trends Collect information from field experts 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Search the topic online on search engines.			
2.	Use search engines like Google. Bing, Yahoo, etc. for collecting research data.			
3.	Collect information from reliable online sources			
4.	Analyze and validate the information collected.			
5.	Collect information on emerging search trends and user intent.			
6.	Evaluate interesting stories for client's websites or personal blog to generate more traffic			
7.	Contact field experts			
8.	Ask relevant questions for accurate information			
9.	Create an outline of the collected information			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Freelance Writer (Content Writer)
Competency Standard	Conduct research on a variety of Topics
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 Quora?		
2.	What is Search Engine?		
3.	How is data transformed into information?		

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