

Instruction Sheet for the Candidate

Qualification	Freelance Writer (Content Writer)
Competency Standard	Proofread the content before submission
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 Grammar • Use Editing Skills • Check Plagiarism
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Check Grammar <ol style="list-style-type: none"> 1. Explore online tools to check spelling and grammar (e.g. MS Word, Grammarly, ProWritingAid etc.) 2. Select the best available tool 3. Use the tool to ensure the content is free from grammatical mistakes Use Editing Skills <ol style="list-style-type: none"> 1. Utilize a thesaurus while editing content. 2. Keep sentences precise 3. Check for unity in paragraph 4. Check for coherence in the write-up Check Plagiarism <ol style="list-style-type: none"> 1. Check the credibility of facts and other data 2. Check for plagiarism using plagiarism tools (quetext.com

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Freelance Writer (Content Writer)
Competency Standard	Proofread the content before submission
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Check Grammar Use Editing Skills Check Plagiarism

I can.....

Performance Criteria	Yes	No
1. Explore online tools to check spelling and grammar (e.g. MS Word, Grammarly, Prowritingaid etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Select the best available tool	<input type="checkbox"/>	<input type="checkbox"/>
3. Use the tool to ensure the content is free from grammatical mistakes	<input type="checkbox"/>	<input type="checkbox"/>
4. Utilize a thesaurus while editing content.	<input type="checkbox"/>	<input type="checkbox"/>
5. Keep sentences precise	<input type="checkbox"/>	<input type="checkbox"/>
6. Check for unity in paragraph	<input type="checkbox"/>	<input type="checkbox"/>
7. Check for coherence in the write-up	<input type="checkbox"/>	<input type="checkbox"/>
8. Check the credibility of facts and other data	<input type="checkbox"/>	<input type="checkbox"/>
9. Check for plagiarism using plagiarism tools (quetext.com)	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Freelance Writer (Content Writer)
Competency Standard	Proofread the content before submission
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 Grammar Use Editing Skills Check Plagiarism 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Explore online tools to check spelling and grammar (e.g. MS Word, Grammarly, Prowritingaid etc.)			
2.	Select the best available tool			
3.	Use the tool to ensure the content is free from grammatical mistakes			
4.	Utilize a thesaurus while editing content.			
5.	Keep sentences precise			
6.	Check for unity in paragraph			
7.	Check for coherence in the write-up			
8.	Check the credibility of facts and other data			
9.	Check for plagiarism using plagiarism tools (quetext.com)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Freelance Writer (Content Writer)
Competency Standard	Proofread the content before submission
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.	How to utilize a thesaurus while editing content?		
2.	Define plagiarism.		
3.	What is freestyle writing?		

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