

Instruction Sheet for the Candidate

Qualification	Freelance Writer (Content Writer)
Competency Standard	Meet the deadline/commitment
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"> • Develop Time Management Skills • Fulfill commitments
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Develop Time Management Skills <ol style="list-style-type: none"> 1. Prioritize tasks based on importance and urgency. 2. Set goals that are achievable and measurable (SMART) 3. Set a time limit to complete task Fulfill commitments <ol style="list-style-type: none"> 4. Maintain strong communication with client/buyer thorough multiple platforms 5. Remove non-essential tasks/activities 6. Submit complete work as per commitment

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Freelance Writer (Content Writer)
Competency Standard	Meet the deadline/commitment
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Develop Time Management Skills • Fulfill commitments

I can.....

Performance Criteria	Yes	No
1. Prioritize tasks based on importance and urgency.	<input type="checkbox"/>	<input type="checkbox"/>
2. Set goals that are achievable and measurable(SMART)	<input type="checkbox"/>	<input type="checkbox"/>
3. Set a time limit to complete task	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain strong communication with client/buyer thorough multiple platforms	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove non-essential tasks/activities	<input type="checkbox"/>	<input type="checkbox"/>
6. Submit complete work as per commitment	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Freelance Writer (Content Writer)
Competency Standard	Meet the deadline/commitment
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 Time Management Skills Fulfill commitments 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Prioritize tasks based on importance and urgency.			
2.	Set goals that are achievable and measurable (SMART)			
3.	Set a time limit to complete task			
4.	Maintain strong communication with client/buyer thorough multiple platforms			
5.	Remove non-essential tasks/activities			
6.	Submit complete work as per commitment			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Freelance Writer (Content Writer)
Competency Standard	Meet the deadline/commitment
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 full form of SMART?		
2.	What is SEO friendly?		
3.	Define Thesaurus.		

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