

Instruction Sheet for the Candidate

Qualification	Technical Writer (Content Writing)
Competency Standard	Write “how-to” articles
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"> • Gather data on “how-to” topic • Document the “how-to” topic • Write the article • Add visual aids (including images and tables to support the article) • Review the article (for clarity, factual correctness, flow) • Finalize and publish the article
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Gather data on “how-to” topic</p> <ol style="list-style-type: none"> 1. Search data on “how-to” topic 2. Download videos on “how-to” topic 3. Categorize data based on authenticity of source 4. Choose data (both textual and videos) that is to be used in the article 5. View videos to visualize the process <p>Document the “how-to” topic</p> <ol style="list-style-type: none"> 6. Produce a summary document of the facts studied 7. Improve summary document based on viewed videos <p>Write the article</p> <ol style="list-style-type: none"> 8. Start writing the article incorporating summarized data 9. Fill in the gaps wherever needed <p>Add visual aids (including images and tables to support the article)</p> <ol style="list-style-type: none"> 10. Insert images into written article wherever necessary mentioning the source of images too. 11. Insert table of data into article supporting your argument mentioning the source of data table too <p>Review the article (for clarity, factual correctness, flow)</p> <ol style="list-style-type: none"> 12. Ensure the article is factually correct 13. Ensure that the steps involved in the process are clear <p>Finalize and publish the article</p> <ol style="list-style-type: none"> 14. Write the conclusion section 15. Add the minor details making the final product catchy and attractive 16. Publish the article at appropriate platform

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Technical Writer (Content Writing)
Competency Standard	Write “how-to” articles
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Gather data on “how-to” topic • Document the “how-to” topic • Write the article • Add visual aids (including images and tables to support the article) • Review the article (for clarity, factual correctness, flow) • Finalize and publish the article

I can.....

Performance Criteria	Yes	No
1. Search data on “how-to” topic	<input type="checkbox"/>	<input type="checkbox"/>
2. Download videos on “how-to” topic	<input type="checkbox"/>	<input type="checkbox"/>
3. Categorize data based on authenticity of source	<input type="checkbox"/>	<input type="checkbox"/>
4. Choose data (both textual and videos) that is to be used in the article	<input type="checkbox"/>	<input type="checkbox"/>
5. View videos to visualize the process	<input type="checkbox"/>	<input type="checkbox"/>
6. Produce a summary document of the facts studied	<input type="checkbox"/>	<input type="checkbox"/>
7. Improve summary document based on viewed videos	<input type="checkbox"/>	<input type="checkbox"/>
8. Start writing the article incorporating summarized data	<input type="checkbox"/>	<input type="checkbox"/>
9. Fill in the gaps wherever needed	<input type="checkbox"/>	<input type="checkbox"/>
10. Insert images into written article wherever necessary mentioning the source of images too.	<input type="checkbox"/>	<input type="checkbox"/>
11. Insert table of data into article supporting your argument mentioning the source of data table too	<input type="checkbox"/>	<input type="checkbox"/>
12. Ensure the article is factually correct	<input type="checkbox"/>	<input type="checkbox"/>
13. Ensure that the steps involved in the process are clear	<input type="checkbox"/>	<input type="checkbox"/>
14. Write the conclusion section	<input type="checkbox"/>	<input type="checkbox"/>
15. Add the minor details making the final product catchy and attractive	<input type="checkbox"/>	<input type="checkbox"/>
16. Publish the article at appropriate platform	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Technical Writer (Content Writing)
Competency Standard	Write “how-to” articles
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"> Gather data on “how-to” topic Document the “how-to” topic Write the article Add visual aids (including images and tables to support the article) Review the article (for clarity, factual correctness, flow) Finalize and publish the article 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Search data on “how-to” topic			
2.	Download videos on “how-to” topic			
3.	Categorize data based on authenticity of source			
4.	Choose data (both textual and videos) that is to be used in the article			
5.	View videos to visualize the process			
6.	Produce a summary document of the facts studied			
7.	Improve summary document based on viewed videos			
8.	Start writing the article incorporating summarized data			
9.	Fill in the gaps wherever needed			
10.	Insert images into written article wherever necessary mentioning the source of images too.			
11.	Insert table of data into article supporting your argument mentioning the source of data table too			
12.	Ensure the article is factually correct			
13.	Ensure that the steps involved in the process are clear			
14.	Write the conclusion section			
15.	Add the minor details making the final product catchy and attractive			
16.	Publish the article at appropriate platform			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Technical Writer (Content Writing)
Competency Standard	Write “how-to” articles
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; 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.	Define 'how-to' topics.		
2.	Define keywords in the article.		
3.	Give an example of the points that can raise questions on clarity / correctness of the topic		

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