

Instruction Sheet for the Candidate

Qualification	Technical Writer (Content Writing)
Competency Standard	Write frequently asked questions (FAQs)
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 relevant to frequently asked questions on the selected topic • Select frequently asked questions • Document most appropriate answer to every question • Review the questions and answers • Finalize and publish the FAQs
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Gather data relevant to frequently asked questions on the selected topic</p> <ol style="list-style-type: none"> 1. Search data on 'FAQs' topic 2. Write the frequently asked questions appearing as the result of different search queries <p>Select frequently asked questions</p> <ol style="list-style-type: none"> 3. Arrange the frequently asked questions in order of frequency of their appearance in search queries 4. Select the questions appearing as the response to search queries more frequently than others <p>Document most appropriate answer to every question</p> <ol style="list-style-type: none"> 5. Write down the multiple answers of every questions in selected set of FAQs 6. Select the most appropriate answer 7. Record the selected answer <p>Review the questions and answers</p> <ol style="list-style-type: none"> 8. Review the answer of every question for its clarity and correctness 9. Make necessary changes (if required) <p>Finalize and publish the FAQs</p> <ol style="list-style-type: none"> 10. Support the answers with images, tables and other visual components 11. Publish the FAQ at appropriate platform

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Technical Writer (Content Writing)
Competency Standard	Write frequently asked questions (FAQs)
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Gather data relevant to frequently asked questions on the selected topic • Select frequently asked questions • Document most appropriate answer to every question • Review the questions and answers • Finalize and publish the FAQs

I can.....

Performance Criteria	Yes	No
1. Search data on 'FAQs' topic	<input type="checkbox"/>	<input type="checkbox"/>
2. Write the frequently asked questions appearing as the result of different search queries	<input type="checkbox"/>	<input type="checkbox"/>
3. Arrange the frequently asked questions in order of frequency of their appearance in search queries	<input type="checkbox"/>	<input type="checkbox"/>
4. Select the questions appearing as the response to search queries more frequently than others	<input type="checkbox"/>	<input type="checkbox"/>
5. Write down the multiple answers of every questions in selected set of FAQs	<input type="checkbox"/>	<input type="checkbox"/>
6. Select the most appropriate answer	<input type="checkbox"/>	<input type="checkbox"/>
7. Record the selected answer	<input type="checkbox"/>	<input type="checkbox"/>
8. Review the answer of every question for its clarity and correctness	<input type="checkbox"/>	<input type="checkbox"/>
9. Make necessary changes (if required)	<input type="checkbox"/>	<input type="checkbox"/>
10. Support the answers with images, tables and other visual components	<input type="checkbox"/>	<input type="checkbox"/>
11. Publish the FAQ at appropriate platform	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Technical Writer (Content Writing)
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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 relevant to frequently asked questions on the selected topic Select frequently asked questions Document most appropriate answer to every question Review the questions and answers Finalize and publish the FAQs 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Search data on 'FAQs' topic			
2.	Write the frequently asked questions appearing as the result of different search queries			
3.	Arrange the frequently asked questions in order of frequency of their appearance in search queries			
4.	Select the questions appearing as the response to search queries more frequently than others			
5.	Write down the multiple answers of every questions in selected set of FAQs			
6.	Select the most appropriate answer			
7.	Record the selected answer			
8.	Review the answer of every question for its clarity and correctness			
9.	Make necessary changes (if required)			
10.	Support the answers with images, tables and other visual components			
11.	Publish the FAQ at appropriate platform			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Technical Writer (Content Writing)
Competency Standard	Write frequently asked questions (FAQs)
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.	Define frequently asked questions (FAQs)		
2.	Name any three types of topic you can write FAQs		
3.	Give an example of data gathering resources for FAQs		

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