

## Instruction Sheet for the Candidate

<b>Qualification</b>	<b>Media Editor (Content Writing)</b>
<b>Competency Standard</b>	Evaluate the Submission
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Check the Relevance of the submission</li> <li>• Verify the authenticity of the sources</li> <li>• Evaluate the importance of the news</li> <li>• Ensure compatibility with the Newspaper/Journal policy.</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Check the Relevance of the submission</b></p> <ol style="list-style-type: none"> <li>1. Determine the subject by reading the write-up thoroughly.</li> <li>2. Compare the subject with contemporary issues</li> <li>3. Ensure its relevance to the society and social norms</li> <li>4. Check whether the write-up is relevant to the page sections</li> </ol> <p><b>Verify the authenticity of the sources</b></p> <ol style="list-style-type: none"> <li>5. Check if the source of the news is reliable.</li> <li>6. Ensure that the information source is mentioned.</li> <li>7. Evaluate if the news is biased or prejudiced.</li> </ol> <p><b>Evaluate the importance of the news</b></p> <ol style="list-style-type: none"> <li>8. Validate if the write-up holds human interest.</li> <li>9. Decide the placement for the write-up.</li> <li>10. Analyze the content for its proximity</li> </ol> <p><b>Ensure compatibility with the Newspaper/Journal policy.</b></p> <ol style="list-style-type: none"> <li>11. Check the write-up according to newspaper policy</li> <li>12. Ensure that the content is not taboo</li> <li>13. Make necessary changes (if required).</li> <li>14. Disapprove the story if it is incompatible</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	<b>Media Editor (Content Writing)</b>
<b>Competency Standard</b>	Evaluate the Submission
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Check the Relevance of the submission</li> <li>• Verify the authenticity of the sources</li> <li>• Evaluate the importance of the news</li> <li>• Ensure compatibility with the Newspaper/Journal policy.</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Determine the subject by reading the write-up thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>
2. Compare the subject with contemporary issues	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure its relevance to the society and social norms	<input type="checkbox"/>	<input type="checkbox"/>
4. Check whether the write-up is relevant to the page sections	<input type="checkbox"/>	<input type="checkbox"/>
5. Check if the source of the news is reliable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Ensure that the information source is mentioned.	<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluate if the news is biased or prejudiced.	<input type="checkbox"/>	<input type="checkbox"/>
8. Validate if the write-up holds human interest.	<input type="checkbox"/>	<input type="checkbox"/>
9. Decide the placement for the write-up.	<input type="checkbox"/>	<input type="checkbox"/>
10. Analyze the content for its proximity	<input type="checkbox"/>	<input type="checkbox"/>
11. Check the write-up according to newspaper policy	<input type="checkbox"/>	<input type="checkbox"/>
12. Ensure that the content is not taboo	<input type="checkbox"/>	<input type="checkbox"/>
13. Make necessary changes (if required).	<input type="checkbox"/>	<input type="checkbox"/>
14. Disapprove the story if it is incompatible	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgement Guide

<b>Qualification</b>	<b>Media Editor (Content Writing)</b>
<b>Competency Standard</b>	Evaluate the Submission
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-between;"> <span>COMPETENT <input type="checkbox"/></span> <span>NOT YET COMPETENT <input type="checkbox"/></span> </div> 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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Check the Relevance of the submission</li> <li>Verify the authenticity of the sources</li> <li>Evaluate the importance of the news</li> <li>Ensure compatibility with the Newspaper/Journal policy.</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Determine the subject by reading the write-up thoroughly.			
2. Compare the subject with contemporary issues			
3. Ensure its relevance to the society and social norms			
4. Check whether the write-up is relevant to the page sections			
5. Check if the source of the news is reliable.			
6. Ensure that the information source is mentioned.			
7. Evaluate if the news is biased or prejudiced.			
8. Validate if the write-up holds human interest.			
9. Decide the placement for the write-up.			
10. Analyze the content for its proximity			
11. Check the write-up according to newspaper policy			
12. Ensure that the content is not taboo			
13. Make necessary changes (if required).			
14. Disapprove the story if it is incompatible			
<b>Competent</b> <input type="checkbox"/>	<b>Not Yet Competent</b> <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	<b>Media Editor (Content Writing)</b>
<b>Competency Standard</b>	Evaluate the Submission
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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.	Name any two contemporary issues.		
2.	Name any two social norms of Pakistan.		
3.	What does Newspaper policy mean?		

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