

## Instruction Sheet for the Candidate

<b>Qualification</b>	Media Editor (Content Writing)
<b>Competency Standard</b>	Coordinate with Sub Editors
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b> <ul style="list-style-type: none"> <li>• Assign Duties and Conduct Meeting on Daily Basis</li> <li>• Suggest Stories and Headline Ideas</li> <li>• Check If Page Layout is Correct</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>	<b>Assign Duties and Conduct Meeting on Daily Basis</b> <ol style="list-style-type: none"> <li>1. Allocate daily quota of work for subediting.</li> <li>2. Communicate policies and standards with sub editors if anything needs to be updated or changed</li> <li>3. Set up new goals for the newspaper or publication in conversation with sub editors and other editorial staff</li> </ol> <b>Suggest Stories and Headline Ideas</b> <ol style="list-style-type: none"> <li>4. Give suggestions to the team of sub editors for interesting stories to be covered.</li> <li>5. Provide headline ideas in alignment with targeted audience's preferences</li> </ol> <b>Check If Page Layout is Correct</b> <ol style="list-style-type: none"> <li>6. Analyze the complete page layout in terms of news, columns, articles and advertisement's placements to see if all is in order</li> <li>7. Check if any irrelevant or fake news is placed on page</li> <li>8. Approve the page layout for publishing</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Media Editor (Content Writing)
<b>Competency Standard</b>	Coordinate with Sub Editors
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Assign Duties and Conduct Meeting on Daily Basis</li> <li>• Suggest Stories and Headline Ideas</li> <li>• Check If Page Layout is Correct</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Allocate daily quota of work for subediting.	<input type="checkbox"/>	<input type="checkbox"/>
2. Communicate policies and standards with sub editors if anything needs to be updated or changed	<input type="checkbox"/>	<input type="checkbox"/>
3. Set up new goals for the newspaper or publication in conversation with sub editors and other editorial staff	<input type="checkbox"/>	<input type="checkbox"/>
4. Give suggestions to the team of sub editors for interesting stories to be covered.	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide headline ideas in alignment with targeted audience's preferences	<input type="checkbox"/>	<input type="checkbox"/>
6. Analyze the complete page layout in terms of news, columns, articles and advertisement's placements to see if all is in order	<input type="checkbox"/>	<input type="checkbox"/>
7. Check if any irrelevant or fake news is placed on page	<input type="checkbox"/>	<input type="checkbox"/>
8. Approve the page layout for publishing	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgement Guide

<b>Qualification</b>	Media Editor (Content Writing)
<b>Competency Standard</b>	Coordinate with Sub Editors
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Assign Duties and Conduct Meeting on Daily Basis</li> <li>Suggest Stories and Headline Ideas</li> <li>Check If Page Layout is Correct</li> </ul>			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Allocate daily quota of work for subediting.			
2.	Communicate policies and standards with sub editors if anything needs to be updated or changed			
3.	Set up new goals for the newspaper or publication in conversation with sub editors and other editorial staff			
4.	Give suggestions to the team of sub editors for interesting stories to be covered.			
5.	Provide headline ideas in alignment with targeted audience's preferences			
6.	Analyze the complete page layout in terms of news, columns, articles and advertisement's placements to see if all is in order			
7.	Check if any irrelevant or fake news is placed on page			
8.	Approve the page layout for publishing			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Media Editor (Content Writing)
<b>Competency Standard</b>	Coordinate with Sub Editors
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <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.	Define newsroom culture.		
2.	Give any two reasons why headline should be catchy.		
3.	Define page layout.		

<b>Feedback to the Candidate</b>
<b>Candidate's Signature</b> _____ <b>Assessor's Signature</b> _____