

Instruction Sheet for the Candidate

Qualification	Literary Editor (Content Writing)
Competency Standard	Work with the Author to Develop Content
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 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Acquire Chapters/ Manuscripts • Modify Manuscripts • Ensure timely completion of the book
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Acquire Chapters/ Manuscripts <ol style="list-style-type: none"> 1. Familiarize the author with the policy of publishers 2. Receive chapters from authors for review Modify Manuscripts <ol style="list-style-type: none"> 3. Verify the facts cited in the manuscript 4. Check for plagiarism of language and ideas 5. Read the final chapters and, if needed, give suggestions to the author 6. Help the writer to develop content as per publication style. Ensure timely completion of the book <ol style="list-style-type: none"> 7. Keep track of the deadline and ensure the timely completion of the book 8. Arrange regular meetings with the author and discuss any issues

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Literary Editor (Content Writing)
Competency Standard	Work with the Author to Develop Content
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Acquire Chapters/ Manuscripts • Modify Manuscripts • Ensure timely completion of the book

I can.....

Performance Criteria	Yes	No
1. Familiarize the author with the policy of publishers	<input type="checkbox"/>	<input type="checkbox"/>
2. Receive chapters from authors for review	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify the facts cited in the manuscript	<input type="checkbox"/>	<input type="checkbox"/>
4. Check for plagiarism of language and ideas	<input type="checkbox"/>	<input type="checkbox"/>
5. Read the final chapters and, if needed, give suggestions to the author	<input type="checkbox"/>	<input type="checkbox"/>
6. Help the writer to develop content as per publication style.	<input type="checkbox"/>	<input type="checkbox"/>
7. Keep track of the deadline and ensure the timely completion of the book	<input type="checkbox"/>	<input type="checkbox"/>
8. Arrange a meeting with the author and discuss any issues	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgement Guide

Qualification	Literary Editor (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"> Acquire Chapters/ Manuscripts Modify Manuscripts Ensure timely completion of the book 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Familiarize the author with the policy of publishers			
2.	Receive chapters from authors for review			
3.	Verify the facts cited in the manuscript			
4.	Check for plagiarism of language and ideas			
5.	Read the final chapters and, give suggestions to the author			
6.	Help the writer to develop content as per publication style.			
7.	Keep track of the deadline and ensure the timely completion of the book			
8.	Arrange regular meetings with the author and discuss any issues			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Literary Editor (Content Writing)
Competency Standard	Work with the Author to Develop Content
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 are interpersonal communication skills?		
2.	What do you know about publication policy?		
3.	What are the benefits of arrange regular meetings with the		

	author?		
4.	How would you check for the plagiarism in a manuscript?		
5.	How would you elaborate publication style?		

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