

## Instruction Sheet for the Candidate

<b>Qualification</b>	Literary Editor (Content Writing)
<b>Competency Standard</b>	Proofread the Book
<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>• Edit the Manuscript</li> <li>• Proofread the Book</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>Edit the Manuscript</b> <ol style="list-style-type: none"> <li>1. Read the final draft for any factual mistakes</li> <li>2. Read/edit the content to make it more understandable for the readers.</li> <li>3. Read the draft for coherence or any discrepancy in narrative</li> <li>4. Discuss all major changes with the author.</li> </ol> <b>Proofread the Book</b> <ol style="list-style-type: none"> <li>5. Proofread the manuscript for spelling and grammar mistakes.</li> <li>6. Correct any punctuation mistakes.</li> <li>7. Send book to the graphic designer</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Literary Editor (Content Writing)
<b>Competency Standard</b>	Proofread the Book
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Edit the Manuscript</li> <li>• Proofread the Book</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Read the final draft for any factual mistakes	<input type="checkbox"/>	<input type="checkbox"/>
2. Read/edit the content to make it more understandable for the readers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Read the draft for coherence or any discrepancy in narrative	<input type="checkbox"/>	<input type="checkbox"/>
4. Discuss all major changes with the author.	<input type="checkbox"/>	<input type="checkbox"/>
5. Proofread the manuscript for spelling and grammar mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
6. Correct any punctuation mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
7. Send book to the graphic designer	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgement Guide

<b>Qualification</b>	Literary Editor (Content Writing)
<b>Competency Standard</b>	Proofread the Book
<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>Edit the Manuscript</li> <li>Proofread the Book</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Read the final draft for any factual mistakes			
2.	Read/edit the content to make it more understandable for the readers.			
3.	Read the draft for coherence or any discrepancy in narrative			
4.	Discuss all major changes with the author.			
5.	Proofread the manuscript for spelling and grammar mistakes.			
6.	Correct any punctuation mistakes.			
7.	Send book to the graphic designer			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Literary Editor (Content Writing)
<b>Competency Standard</b>	Proofread the Book
<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.	What is the importance punctuation marks?		
2.	Describe the qualities of good proofreader?		
3.	What is a manuscript?		

4.	What are factual mistakes in a text?		
5.	What harm punctuation mistakes cause to the text?		
6.	What is discrepancy of narrative?		

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