

Instruction Sheet for the Candidate

Qualification	Author (Content Writing)
Competency Standard	Write Non-fictional Content
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"> • Choose a topic • Research for writing articles. • Draft the article. • Make effective use of Search Engines and Word-Processing Software. • Revise and edit • Write Biographies • Write Scientific Content
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Choose a topic</p> <ol style="list-style-type: none"> 1. Search for the topic 2. Select topic carefully as per requirement <p>Research for writing articles.</p> <ol style="list-style-type: none"> 3. Collect material as per requirement of the article 4. Perform research for the factual correction of the content 5. Extend your research from multiple resources <p>Draft the article.</p> <ol style="list-style-type: none"> 6. Enlist your thoughts on a paper or computer 7. Organize your information 8. Layout the article in an outline form 9. Write an attention-grabbing introduction 10. Maintain the coherence amongst paragraphs <p>Make effective use of Search Engines and Word-Processing Software.</p>

	<p>11. Perform browsing for research on Popular search engines (Like Google, Yahoo, Bing etc.)</p> <p>12. Use reliable website (acm.com etc.)</p> <p>13. Use Word Processor for developing your article</p> <p>14. Perform Formatting</p> <p>15. Use autocorrection</p> <p>Revise and edit</p> <p>16. Identify typos, grammatical errors, repetitive words, and awkward phrasing</p> <p>17. Fix the glitches and polish the prose</p> <p>Write Biographies</p> <p>18. Perform research on the life events of the personality</p> <p>19. Record incidents, dialogues and people accurately</p> <p>20. Incorporate ethical aspects in biography</p> <p>Write Scientific Content</p> <p>21. Gather resources for the selected topic</p> <p>22. Make use of relevant scientific terms while producing Content</p> <p>23. Use reliable resources which shall be quotable/presentable while defending</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Author (Content Writing)
Competency Standard	Write Non-fictional Content
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Choose a topic • Research for writing articles. • Draft the article. • Make effective use of Search Engines and Word-Processing Software. • Revise and edit • Write Biographies • Write Scientific Content

I can.....

Performance Criteria	Yes	No
1. Search for the topic	<input type="checkbox"/>	<input type="checkbox"/>
2. Select topic carefully as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
3. Collect material as per requirement of the article	<input type="checkbox"/>	<input type="checkbox"/>
4. Perform research for the factual correction of the content	<input type="checkbox"/>	<input type="checkbox"/>
5. Extend your research from multiple resources	<input type="checkbox"/>	<input type="checkbox"/>
6. Enlist your thoughts on a paper or computer	<input type="checkbox"/>	<input type="checkbox"/>
7. Organize your information	<input type="checkbox"/>	<input type="checkbox"/>
8. Layout the article in an outline form	<input type="checkbox"/>	<input type="checkbox"/>
9. Write an attention-grabbing introduction	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain the coherence amongst paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
11. Perform browsing for research on Popular search engines (Like Google, Yahoo, Bing etc.)	<input type="checkbox"/>	<input type="checkbox"/>
12. Use reliable website (acm.com etc.)	<input type="checkbox"/>	<input type="checkbox"/>
13. Use Word Processor for developing your article	<input type="checkbox"/>	<input type="checkbox"/>
14. Perform Formatting	<input type="checkbox"/>	<input type="checkbox"/>
15. Use autocorrection	<input type="checkbox"/>	<input type="checkbox"/>

16. Identify typos, grammatical errors, repetitive words, and awkward phrasing	<input type="text"/>	<input type="text"/>
17. Fix the glitches and polish the prose	<input type="text"/>	<input type="text"/>
18. Perform research on the life events of the personality	<input type="text"/>	<input type="text"/>
19. Record incidents, dialogues and people accurately	<input type="text"/>	<input type="text"/>
20. Incorporate ethical aspects in biography	<input type="text"/>	<input type="text"/>
21. Gather resources for the selected topic	<input type="text"/>	<input type="text"/>
22. Make use of relevant scientific terms while producing Content	<input type="text"/>	<input type="text"/>
23. Use reliable resources which shall be quotable/presentable while defending	<input type="text"/>	<input type="text"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Author (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">• Choose a topic• Research for writing articles.• Draft the article.• Make effective use of Search Engines and Word-Processing Software.• Revise and edit• Write Biographies• Write Scientific Content		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Search for the topic			
2.	Select topic carefully as per requirement			
3.	Collect material as per requirement of the article			
4.	Perform research for the factual correction of the content			
5.	Extend your research from multiple resources			
6.	Enlist your thoughts on a paper or computer			
7.	Organize your information			
8.	Layout the article in an outline form			
9.	Write an attention-grabbing introduction			
10.	Maintain the coherence amongst paragraphs			
11.	Perform browsing for research on Popular search engines (Like Google, Yahoo, Bing etc.)			
12.	Use reliable website (acm.com etc.)			
13.	Use Word Processor for developing your article			
14.	Perform Formatting			
15.	Use autocorrection			

16.	Identify typos, grammatical errors, repetitive words, and awkward phrasing			
17.	Fix the glitches and polish the prose			
18.	Perform research on the life events of the personality			
19.	Record incidents, dialogues and people accurately			
20.	Incorporate ethical aspects in biography			
21.	Gather resources for the selected topic			
22.	Make use of relevant scientific terms while producing Content			
23.	Use reliable resources which shall be quotable/presentable while defending			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Author (Content Writing)
Competency Standard	Write Non-fictional 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 is biography?		
2.	Name any two Word-Processing software.		
3.	Define scientific contents.		

4.	Name any two Search Engines.		
5.	Define article.		

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