

Instruction Sheet for the Candidate

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Essays
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"> • Outline ideas • Draft an essay • Edit and Proofread the Essay
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Outline ideas <ol style="list-style-type: none"> 1. Select a topic for essay writing. 2. Analyse the type of the essay (reflective, argumentative, narrative, expository, etc.) provide information in a crisp and action triggering manner 3. Search relevant information on the topic 4. Make a comprehensive outline of the brainstormed ideas 5. Create bulleted or numbered lists that showcase must-have bits of information Draft an essay <ol style="list-style-type: none"> 6. Start essay with an attention catcher (question, quotation, anecdote, statistics or supposition) 7. Write main idea of the essay 8. Compose preview (brief summary) of the essay 9. Write paragraph on each point given in the outline 10. Compose transitional sentences/paragraphs between different parts of the essay. 11. Write a comprehensive conclusion of the essay Edit and Proofread the Essay <ol style="list-style-type: none"> 12. Read the essay for coherence and relevancy 13. Edit long, verbose sentence into short, understandable sentences <ul style="list-style-type: none"> Swap passive voice with active voice 14. Remove ideas that are repeating 15. Remove any irrelevant data 16. Proofread for grammatical or spelling mistakes

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Creative Writer (Content Writing)
Competency Standard	Write Essays
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> Outline ideas Draft an essay Edit and Proofread the Essay

I can.....

Performance Criteria	Yes	No
1. Select a topic for essay writing.	<input type="checkbox"/>	<input type="checkbox"/>
2. Analyse the type of the essay (reflective, argumentative, narrative, expository, etc.) provide information in a crisp and action triggering manner	<input type="checkbox"/>	<input type="checkbox"/>
3. Search relevant information on the topic	<input type="checkbox"/>	<input type="checkbox"/>
4. Make a comprehensive outline of the brainstormed ideas	<input type="checkbox"/>	<input type="checkbox"/>
5. Create bulleted or numbered lists that showcase must-have bits of information	<input type="checkbox"/>	<input type="checkbox"/>
6. Start essay with an attention catcher (question, quotation, anecdote, statistics or supposition)	<input type="checkbox"/>	<input type="checkbox"/>
7. Write main idea of the essay	<input type="checkbox"/>	<input type="checkbox"/>
8. Compose preview (brief summary) of the essay	<input type="checkbox"/>	<input type="checkbox"/>
9. Write paragraph on each point given in the outline	<input type="checkbox"/>	<input type="checkbox"/>
10. Compose transitional sentences/paragraphs between different parts of the essay.	<input type="checkbox"/>	<input type="checkbox"/>
11. Write a comprehensive conclusion of the essay	<input type="checkbox"/>	<input type="checkbox"/>
12. Read the essay for coherence and relevancy	<input type="checkbox"/>	<input type="checkbox"/>
13. Edit long, verbose sentence into short, understandable sentences Swap passive voice with active voice	<input type="checkbox"/>	<input type="checkbox"/>
14. Remove ideas that are repeating	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove any irrelevant data	<input type="checkbox"/>	<input type="checkbox"/>
16. Proofread for grammatical or spelling mistakes	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Essays
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"> Outline ideas Draft an essay Edit and Proofread the Essay 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1.	Select a topic for essay writing.		
2.	Analyse the type of the essay (reflective, argumentative, narrative, expository, etc.) provide information in a crisp and action triggering manner		
3.	Search relevant information on the topic		
4.	Brainstorm for ideas		
5.	Make a comprehensive outline of the brainstormed ideas		
6.	Create bulleted or numbered lists that showcase must-have bits of information		
7.	Start essay with an attention catcher (question, quotation, anecdote, statistics or supposition)		
8.	Write main idea of the essay		
9.	Compose preview (brief summary) of the essay		
10.	Write paragraph on each point given in the outline		
11.	Compose transitional sentences/paragraphs between different parts of the essay.		
12.	Write a comprehensive conclusion of the essay		
13.	Read the essay for coherence and relevancy		
14.	Edit long, verbose sentence into short, understandable sentences Swap passive voice with active voice		
15.	Remove ideas that are repeating		
16.	Remove any irrelevant data		
17.	Proofread for grammatical or spelling mistakes		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Knowledge Assessment

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Essays
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.	Name any two essay types.		
2.	Mention any two brainstorming techniques		
3.	Define proofreading.		

4.	What is creative writing skill?		
5.	What is brainstorming?		

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