

## Instruction Sheet for the Candidate

<b>Qualification</b>	Copy Editing (Content Writing)
<b>Competency Standard</b>	<ol style="list-style-type: none"> <li>1. Verify Factual Correctness of information</li> <li>2. Check Format, Readability &amp; Policies</li> </ol>
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <p>Take the report/article from the correspondent. List down the facts mentioned in the report/article. Verify that the facts mentioned in the report/article are correct.</p>
<b>Time: 03 Hrs.</b>	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p>Take the report/article from the correspondent. List down the facts mentioned in the report/article. Verify that the facts mentioned in the report/article are correct.</p>
<b>Minimum Evidence Required</b>	<p><b>Verify that the facts in the report/article are correct</b></p> <ol style="list-style-type: none"> <li>1. Receive the report from the correspondent</li> <li>2. Extract the facts mentioned in the report</li> <li>3. List the sources of facts</li> <li>4. Check that the facts mentioned in the report well match the source</li> <li>5. Verify that the report format is correct</li> <li>6. Verify that the report aligns well with the organizational policies</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Copy Editing (Content Writing)
<b>Competency Standard</b>	1. Verify Factual Correctness of information 2. Check Format, Readability & Policies
<b>Purpose of Assessment</b>	Summative Assessment
<b>Assessment Task</b>	Take the report/article from the correspondent. List down the facts mentioned in the report/article. Verify that the facts mentioned in the report/article are correct.

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Receive the report from the correspondent	<input type="checkbox"/>	<input type="checkbox"/>
2. Extract the facts mentioned in the report	<input type="checkbox"/>	<input type="checkbox"/>
3. List the sources of facts	<input type="checkbox"/>	<input type="checkbox"/>
4. Check that the facts mentioned in the report well match the source	<input type="checkbox"/>	<input type="checkbox"/>
5. Verify that the report format is correct	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify that the report aligns well with the organizational policies	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgement Guide

<b>Qualification</b>	Copy Editing (Content Writing)
<b>Competency Standard</b>	1. Verify Factual Correctness of information 2. Check Format, Readability & Policies
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-between; 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: _____

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>	Take the report/article from the correspondent. List down the facts mentioned in the report/article. Verify that the facts mentioned in the report/article are correct.			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Receive the report from the correspondent			
2.	Extract the facts mentioned in the report			
3.	List the sources of facts			
4.	Check that the facts mentioned in the report well match the source			
5.	Verify that the report format is correct			
6.	Verify that the report aligns well with the organizational policies			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Copy Editing (Content Writing)
<b>Competency Standard</b>	1. Verify Factual Correctness of information 2. Check Format, Readability & Policies
<b>Purpose of Assessment</b>	Summative 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 organizational policies?		
2.	Name few readability attributes?		
3.	Define factual correctness?		

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