

## Instruction Sheet for the Candidate

<b>Qualification</b>	<b>Technical Writer (Content Writing)</b>
<b>Competency Standards</b>	<ul style="list-style-type: none"> <li>• Write “how-to” articles</li> <li>• Write frequently asked questions (FAQs)</li> <li>• Create Instruction Manuals and Guides</li> <li>• Write the User Experience (UX) Reports</li> </ul>
<b>Purpose of Assessment</b>	<b>Summative Assessment</b>
<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 04 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <p>Write article on “How-to” particular topic with manual guides, instructions and FAQs.</p>
<b>Time: 04 Hrs.</b>	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p>Write article on “How-to” particular topic with manual guides, instructions and FAQs.</p>
<b>Minimum Evidence Required</b>	<p><b>Write article on “How-to” particular topic with manual guides, instructions and FAQs.</b></p> <ol style="list-style-type: none"> <li>1. Select your topic</li> <li>2. Start writing</li> <li>3. Use both textual and videos (Mention Source)</li> <li>4. Make sure that the steps involved in the process are clear</li> <li>5. Create minimum 5 FAQs with multiple answers</li> <li>6. Write the conclusion</li> <li>7. Mention appropriate platform you think the article should be published.</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	<b>Technical Writer (Content Writing)</b>
<b>Competency Standards</b>	<ul style="list-style-type: none"> <li>• Write “how-to” articles</li> <li>• Write frequently asked questions (FAQs)</li> <li>• Create Instruction Manuals and Guides</li> <li>• Write the User Experience (UX) Reports</li> </ul>
<b>Purpose of Assessment</b>	<b>Summative Assessment</b>
<b>Assessment Task</b>	Write article on “How-to” particular topic with manual guides, instructions and FAQs.

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Select your topic	<input type="checkbox"/>	<input type="checkbox"/>
2. Start writing	<input type="checkbox"/>	<input type="checkbox"/>
3. Use both textual and videos (Mention Source)	<input type="checkbox"/>	<input type="checkbox"/>
4. Make sure that the steps involved in the process are clear	<input type="checkbox"/>	<input type="checkbox"/>
5. Create minimum 5 FAQs with multiple answers	<input type="checkbox"/>	<input type="checkbox"/>
6. Write the conclusion	<input type="checkbox"/>	<input type="checkbox"/>
7. Mention appropriate platform you think the article should be published.	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgement Guide

<b>Qualification</b>	Technical Writer (Content Writing)
<b>Competency Standards</b>	<ul style="list-style-type: none"> <li>Write “how-to” articles</li> <li>Write frequently asked questions (FAQs)</li> <li>Create Instruction Manuals and Guides</li> <li>Write the User Experience (UX) Reports</li> </ul>
<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>	Write article on “How-to” particular topic with manual guides, instructions and FAQs.			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Select your topic			
2.	Start writing			
3.	Use both textual and videos (Mention Source)			
4.	Make sure that the steps involved in the process are clear			
5.	Create minimum 5 FAQs with multiple answers			
6.	Write the conclusion			
7.	Mention appropriate platform you think the article should be published.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	<b>Technical Writer (Content Writing)</b>
<b>Competency Standards</b>	<ul style="list-style-type: none"> <li>Write “how-to” articles</li> <li>Write frequently asked questions (FAQs)</li> <li>Create Instruction Manuals and Guides</li> <li>Write the User Experience (UX) Reports</li> </ul>
<b>Purpose of Assessment</b>	<b>Summative Assessment</b>
<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 user experience (UX).		
2.	Name any two differences between User interface (UI) and User experience (UX).		
3.	What are the FAQs?		

4.	Name any two ways to improve the user experience (UX).		
5.	Define instruction manual.		
6.	Name any two examples of visual aids in writing "how-to" topics.		

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