

Instruction Sheet for the Candidate

Qualification	Author (Content Writing)
Competency Standard	<ol style="list-style-type: none"> 1. Write non-fictional content 2. Write fictional content 3. Rewrite/revise pieces written by other authors
Purpose of Assessment	Summative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <p style="text-align: center;">Write a biography on a famous personality of about 750 words.</p>
Time: 04 Hrs.	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p style="text-align: center;">Write a biography on a famous personality of about 750 words.</p>
Minimum Evidence Required	<p>Write a biography on a famous personality of about 750 words.</p> <ol style="list-style-type: none"> 1. Select a personality 2. Research about important dates and events related to that personality 3. Write content about the researched details 4. Proofread the content and perform grammatical and spelling corrections.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Author (Content Writing)
Competency Standards	1. Write non-fictional content 2. Write fictional content 3. Rewrite/revise pieces written by other authors
Purpose of Assessment	Summative Assessment
Assessment Task	Write a biography on a famous personality of about 750 words.

I can.....

Performance Criteria	Yes	No
1. Select a personality	<input type="checkbox"/>	<input type="checkbox"/>
2. Research about important dates and events related to that personality	<input type="checkbox"/>	<input type="checkbox"/>
3. Write content about the researched details	<input type="checkbox"/>	<input type="checkbox"/>
4. Proofread the content and perform grammatical and spelling corrections	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Author (Content Writing)
Competency Standards	1. Write non-fictional content 2. Write fictional content 3. Rewrite/revise pieces written by other authors
Purpose of Assessment	Summative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </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

Assessment Task	Write a biography on a famous personality of about 750 words.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Select a personality			
2.	Research about important dates and events related to that personality			
3.	Write content about the researched details			
4.	Proofread the content and perform grammatical and spelling corrections			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Author (Content Writing)
Competency Standard	1. Write non-fictional content 2. Write fictional content 3. Rewrite/revise pieces written by other authors
Purpose of Assessment	Summative 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.	Define Biography.		
2.	What is fictional content?		
3.	What is non-fictional content?		

4.	Define article.		
5.	What is genre?		

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