

Instruction Sheet for the Candidate

Qualification	Literary Editor (Content Writing)
Competency Standard	<ol style="list-style-type: none"> 1. Deal with Content related to Literature and Book 2. Work with the Author to Develop Content 3. Proofread the Book
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;">Perform literary editing on a sample manuscript to make it publishable.</p>
Time: 04 Hrs.	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p style="text-align: center;">Perform literary editing on a sample manuscript to make it publishable.</p>
Minimum Evidence Required	<p>Perform literary editing on a sample manuscript to make it publishable.</p> <ol style="list-style-type: none"> 1. Perform a read-through of the sample text, highlight problem. 2. Check the plot for originality. 3. Check the predictability. 4. Check complexity of the sample. 5. Check if the manuscript has the consistency. 6. Check the pacing of the story. 7. Check if the story has satisfying beginning and end. 8. Analyze the characters in terms of Relevance to plot. 9. Identify local and global issues. 10. Make use of MS Word Comments tool.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Literary Editor (Content Writing)
Competency Standard	1. Deal with Content related to Literature and Book 2. Work with the Author to Develop Content 3. Proofread the Book
Purpose of Assessment	Summative Assessment
Assessment Task	Perform literary editing on a sample manuscript to make it publishable.

I can.....

Performance Criteria	Yes	No
1. Perform a read-through of the sample text, highlight problem.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check the plot for originality.	<input type="checkbox"/>	<input type="checkbox"/>
3. Check the predictability.	<input type="checkbox"/>	<input type="checkbox"/>
4. Check complexity of the sample.	<input type="checkbox"/>	<input type="checkbox"/>
5. Check if the manuscript has the consistency.	<input type="checkbox"/>	<input type="checkbox"/>
6. Check the pacing of the story.	<input type="checkbox"/>	<input type="checkbox"/>
7. Check if the story has satisfying beginning and end.	<input type="checkbox"/>	<input type="checkbox"/>
8. Analyze the characters in terms of Relevance to plot.	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify local and global issues.	<input type="checkbox"/>	<input type="checkbox"/>
10. Make use of MS Word Comments tool.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgement Guide

Qualification	Literary Editor (Content Writing)
Competency Standard	1. Deal with Content related to Literature and Book 2. Work with the Author to Develop Content 3. Proofread the Book
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	Perform literary editing on a sample manuscript to make it publishable.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform a read-through of the sample text, highlight problem.			
2.	Check the plot for originality.			
3.	Check the predictability.			
4.	Check complexity of the sample.			
5.	Check if the manuscript has the consistency.			
6.	Check the pacing of the story.			
7.	Check if the story has satisfying beginning and end.			
8.	Analyze the characters in terms of Relevance to plot.			
9.	Identify local and global issues.			
10.	Make use of MS Word Comments tool.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Literary Editor (Content Writing)
Competency Standard	1. Deal with Content related to Literature and Book 2. Work with the Author to Develop Content 3. Proofread the Book
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.	Differentiate between a Writer and an Author		
2.	What is the importance of back story in a manuscript?		
3.	What is the best way to suggest a change to the author?		

4.	Name any two characteristics of a strong character?		
5.	What does the terms “setting” and “Tone” mean.?		
6.	What is Narration?		
7.	Why do we perform spell check?		
8.	Why formatting is important?		

9.	Define Originality		
10.	What is plot in novel writing?		

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