

Assessment Evidence Guide

for

“Dies and Mould Technology”

Level-2

**Perform Basic Computer Operations
(Formative Assessment)**

1st -5th March 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2, in (Dies and Mould Technology) "Machinist"	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Basic Computer Operations Maintain Personal Health, hygiene and safety Perform Basic Communication skills	Assessment Date (DD/MM/YY): Assessment Time: 3 hours		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to install MS Office application and prepare a formatted document using MS word, specified by assessor. Assessment Task 2: Candidate is required to prepare a presentation in Power Point, specified by assessor. Assessment Task 3: Candidate is required to prepare a spreadsheet in MS Excel, specified by assessor. <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)

Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Install drivers and applications according to the software specification</p> <p>Performance Criteria 2: Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition</p> <p>Performance Criteria 3: Compose a document as per the requirement.</p> <p>Performance Criteria 4: Format Word Document according to given requirements.</p> <p>Performance Criteria 5: Print Word Documents according to requirements.</p> <p>Performance Criteria 6: Recognize processes, tools, equipment and consumable materials that have the potential to cause harm</p> <p>Performance Criteria 7: Select personal protective equipment in terms of type and quantity according to work orders.</p> <p>Performance Criteria 8: Maintain cleanliness and hygiene as per organizational policy</p> <p>Performance Criteria 9: Follow organizational Health, hygiene and safety guidelines during work</p> <p>Performance Criteria 10: Treat team members with respect and maintain positive relationships to achieve common organizational goals</p> <p>Performance Criteria 11: Listen to instructions carefully & comply with those instructions</p> <p>Performance Criteria 12: Carefully listen and note down the instructions of Supervisor</p> <p>Performance Criteria 13: Carry out the instructions of the supervisor</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Insert Slides with different Layouts according to requirements of presentation.</p> <p>Performance Criteria 2: Insert text, tables, images, etc. according to the requirement.</p> <p>Performance Criteria 3: Apply a set of effects to animate the slide according to requirement.</p> <p>Performance Criteria 4: Apply Slide Transitions on Slides according to requirement.</p> <p>Performance Criteria 5: Apply Sound Effects on Objects/text/images according to requirement.</p> <p>Performance Criteria 6: Provide work related information to team members and identify interrelated work activities to avoid confusion</p> <p>Performance Criteria 7: Deal with resolvable problems according to prescribed procedures</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Develop a worksheet as per given data.</p> <p>Performance Criteria 2: Format the worksheet according to given criteria.</p> <p>Performance Criteria 3: Apply Formulas according to the requirement.</p> <p>Performance Criteria 4: Generate Charts/Graphs according to the given data.</p> <p>Performance Criteria 5: Print Worksheet according to requirements.</p> <p>Performance Criteria 6: Place the tools equipment etc. at their prescribed place after completion of work</p>

Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Candidate is required to install MS Office application and prepare a formatted document using MS word, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Install drivers and applications according to the software specification			
2.	Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition			
3.	Compose a document as per the requirement.			
4.	Format Word Document according to given requirements.			
5.	Print Word Documents according to requirements.			
6.	Recognize processes, tools, equipment and consumable materials that have the potential to cause harm			
7.	Select personal protective equipment in terms of type and quantity according to work orders.			
8.	Maintain cleanliness and hygiene as per organizational policy			
9.	Follow organizational Health, hygiene and safety guidelines during work			
10.	Treat team members with respect and maintain positive relationships to achieve common organizational goals			
11.	Listen to instructions carefully & comply with those instructions			
12.	Carefully listen and note down the instructions of Supervisor			
13.	Carry out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Candidate is required to prepare a presentation in Power Point, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Insert Slides with different Layouts according to requirements of presentation.			
2	Insert text, tables, images, etc. according to the requirement.			
3	Apply a set of effects to animate the slide according to requirement.			
4	Apply Slide Transitions on Slides according to requirement.			
5	Apply Sound Effects on Objects/text/images according to requirement.			
6	Provide work related information to team members and identify interrelated work activities to avoid confusion			
7	Deal with resolvable problems according to prescribed procedures			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Candidate is required to prepare a spreadsheet in MS Excel, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Develop a worksheet as per given data.			
2	Format the worksheet according to given criteria.			
3	Apply Formulas according to the requirement.			
4	Generate Charts/Graphs according to the given data.			
5	Print Worksheet according to requirements.			
6	Place the tools equipment etc. at their prescribed place after completion of work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		