

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Perform web browsing and manage emails
Purpose of Assessment	Formative 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> <ul style="list-style-type: none"> • CU1. Perform browsing using different browsers • CU2. Download / upload data from the internet • CU3. Create email account • CU4. Sort emails • CU5. Manage address book • CU6. Archive emails • CU7. Send and receive emails
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Perform browsing using different browsers P1. Perform the components of browsing as per given instructions. P2. Perform surfing through different browsers to search the required data.</p> <p>CU2. Download / upload data from the internet P1. Explore different downloading tools P2. Search and download required information. P3. Upload required information on cloud.</p> <p>CU3. Create email account P1. Create email accounts on various platforms. P2. Identify and remove Errors while Email configuration P3. Configure email account on outlook.</p> <p>CU4. Sort emails P1. Demonstrate sorting of emails on the PC P2. Perform successfully sorting of emails as per instructions</p> <p>CU5. Manage address book P1. Open address book. P2. Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting, sorting and</p>

	<p>updating etc</p> <p>CU6. Archive emails</p> <p>P1. Perform the procedure of Archiving Emails</p> <p>P2. Demonstrate practically the procedure of archiving emails, as per requirements</p> <p>CU7. Send and receive emails</p> <p>P1. Compose emails using attachments</p> <p>P2. Demonstrate the procedure to send an email.</p> <p>P4. Print emails.</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Perform web browsing and manage emails
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> CU1. Perform browsing using different browsers CU2. Download / upload data from the internet CU3. Create email account CU4. Sort emails CU5. Manage address book CU6. Archive emails CU7. Send and receive emails

I can.....

Performance Criteria	Yes	No
1. Perform the components of browsing as per given instructions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Perform surfing through different browsers to search the required data.	<input type="checkbox"/>	<input type="checkbox"/>
3. Explore different downloading tools	<input type="checkbox"/>	<input type="checkbox"/>
4. Search and download required information.	<input type="checkbox"/>	<input type="checkbox"/>
5. Upload required information on cloud.	<input type="checkbox"/>	<input type="checkbox"/>
6. Create email accounts on various platforms.	<input type="checkbox"/>	<input type="checkbox"/>
7. Identify and remove Errors while Email configuration	<input type="checkbox"/>	<input type="checkbox"/>
8. Configure email account on outlook.	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate sorting of emails on the PC	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform successfully sorting of emails as per instructions	<input type="checkbox"/>	<input type="checkbox"/>
11. Open address book.	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting, sorting and updating etc	<input type="checkbox"/>	<input type="checkbox"/>
13. Perform the procedure of Archiving Emails	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrate practically the procedure of archiving emails, as per requirements	<input type="checkbox"/>	<input type="checkbox"/>
15. Compose emails using attachments	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrate the procedure to send an email.	<input type="checkbox"/>	<input type="checkbox"/>

17. Print emails.	<input type="text"/>	<input type="text"/>
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Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Perform web browsing and manage emails
Purpose of Assessment	Formative 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		<ul style="list-style-type: none">• CU1. Perform browsing using different browsers• CU2. Download / upload data from the internet• CU3. Create email account• CU4. Sort emails• CU5. Manage address book• CU6. Archive emails• CU7. Send and receive emails		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform the components of browsing as per given instructions.			
2.	Perform surfing through different browsers to search the required data.			
3.	Explore different downloading tools			
4.	Search and download required information.			
5.	Upload required information on cloud.			
6.	Create email accounts on various platforms.			
7.	Identify and remove Errors while Email configuration			
8.	Configure email account on outlook.			
9.	Demonstrate sorting of emails on the PC			
10.	Perform successfully sorting of emails as per instructions			
11.	Open address book.			
12.	Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting, sorting and updating etc			
13.	Perform the procedure of Archiving Emails			
14.	Demonstrate practically the procedure of archiving emails, as per requirements			
15.	Compose emails using attachments			
16.	Demonstrate the procedure to send an email.			
17.	Print emails.			

Competent

☐

Not Yet Competent

☐

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Perform web browsing and manage emails
Purpose of Assessment	Formative 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.	State types of search engines?		
2.	Differentiate between downloading and uploading of data		

3.	What server is commonly used to manage emails?		

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