



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Computer Operator

CS Code

Level: 2

Credit: 4

Version: 1

PREPARE IN-PAGE DOCUMENTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

Not Yet Competent

Assessment

Re-Assessment

Assessor's Name: _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name: _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM#

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Registration Number issued by Assessment Body: _____

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature: _____

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTCC**

NAVTTCC OFFICE ONLY

1. DATE FORM RECEIVED:

DD	MM	YYYY							

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY							

1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE INPAGE DOCUMENTS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Set keyboard preferences • Create In Page document • Insert Text Boxes • Insert Picture Boxes • Insert Graphic Boxes • Format The In Page Document • Insert Table In The Document • Insert Columns • Print The Document 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

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CANDIDATE ASSESSMENT

Candidate's NameFather's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within thirty(30) minutes timeframe:

- Prepare an In-page document as in Annex-B according to instruction provided in Annex-A

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of Preparing In-page documents under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Prepare an In-page document as in Annexure-B according to instruction provided in Annexure-A. <ul style="list-style-type: none"> ✓ Add table with one row and two columns at top of the page. ✓ Set both columns are of equal size. ✓ Add table with one row and two columns at top of the page. ✓ Set both columns are of equal size. ✓ Add your details and current date in the both columns of table. ✓ Set font-size 22 to 28 both columns of table. ✓ Write English in left column of table. ✓ Write Urdu in right column of table. ✓ Set font-weight normal/bold as per Annex-B. ✓ Add NEWS below the table. ✓ Set font-size 14 to 20 for news. ✓ Write the news below the table. ✓ Set text-alignment justify for news. ✓ Add table below the news with 3 columns and seven rows ✓ Set top row as header with background black/dark grey and white font. ✓ Fill table as filled in Annex-B ✓ Write note and details as shown in Annex-B ✓ Save the In-page document with your name on desktop. ✓ Print the In-page document on one page through network printer. • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe

2. Answer any questions your assessor may have during the practical assessment

My answers to questions are correct and demonstrate my understanding of the topics and their application:

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ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of Preparing In-page document" under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare an In-page document as in Annexure-B according to instruction provided in Annexure-A.	Added table with one row and two columns at top of the page.			
	Set both columns are of equal size.			
	Added table with one row and two columns at top of the page.			
	Set both columns are of equal size.			
	Added your details and current date in the both columns of table.			
	Set font-size 22 to 28 both columns of table.			
	Wrote English in left column of table.			
	Wrote Urdu in right column of table.			
	Set font-weight normal/bold as per Annex-B.			
	Added NEWS below the table.			
	Set font-size 14 to 20 for news.			
	Wrote the news below the table.			
	Set text-alignment justify for news.			
	Added table below the news with 3 columns and seven rows			
	Set top row as header with background black/dark grey and white font.			
	Filled table as filled in Annex-B			
Wrote note and details as shown in Annex-B				
Saved the In-page document with your name on desktop.				
Printed the In-page document on one page through network printer.				
General performance criteria	Followed health and safety procedure as per the requirements of given task			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer(On Network)	1
3	In-page 2014 or Above CD/DVD	For each PC

3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As per Requirement

Prepare the four slides presentation on "yourself" according to the following instructions:

1. Add table with one row and two columns at top of the page.
2. Set both columns are of equal size.
3. Add your details and current date in the both columns of table.
4. Set font-size 22 to 28 both columns of table.
5. Write English in left column of table.
6. Write Urdu in right column of table.
7. Set font-weight normal/bold as per Annex-B.
8. Add NEWS below the table.
9. Set font-size 14 to 20 for news.
10. Write the news below the table.
11. Set text-alignment justify for news.
12. Add table below the news with 3 columns and seven rows
13. Set top row as header with background black/dark grey and white font.
14. Fill table as filled in Annex-B
15. Write note and details as shown in Annex-B
16. Save the In-page document with your name on desktop.
17. Print the In-page document on one page through network printer.

Name : Your Name

نام : اپنا نام

Institute: Your Institute

ادارا : اپنا ادارا

Date : Current Date

تاریخ: آج کی تاریخ

یونس خان پاکستان کے کامیاب ترین بیٹسمین بن گئے۔ انہوں نے انگلینڈ کے خلاف ابوظہبی ٹیسٹ میں لچھڑی کرکٹ جاوید میانداد کا پاکستان کی طرف سے سب سے زیادہ ۸۸۳۲ رنز بنانے کا ریکارڈ توڑ دیا۔ جاوید میانداد نے ۱۲۴ ٹیسٹ کھیل کر یہ اعزاز اپنے نام کیا تھا جبکہ یونس خان نے اپنے کیریئر کے ۱۰۲ ویں ٹیسٹ یہ کارنامہ سر انجام دے دیا۔

۲۸ سالہ یونس خان نے ابوظہبی ٹیسٹ میں چکا مار کر کسی بھی پاکستانی کا ٹیسٹ کرکٹ میں سب سے زیادہ رنز کا ریکارڈ اپنے نام کر دیا۔

مدت کورس	تعلیمی قابلیت	شعبہ جات
۸ ماہ	میٹرک	کمپیوٹر آپریٹر (ٹرکے۔ ٹریاں)
۱۴ ماہ	ڈل	ریٹیز اینڈ مینجمنٹ آف الیکٹریکل ہوم اپلائنسز
۸ ماہ	ڈل	موٹر سائیکل مکینک
۱۴ ماہ	پرائمری	موٹر سائیکل مکینک
۱۴ ماہ	میٹرک	آٹو الیکٹریشن
۱۴ ماہ	مٹرک	ریفریجریشن اینڈ ایئر کنڈیشننگ

نوٹ:

1- درخواست فارم مندرجہ ذیل دفتر سے قیمت 20 روپے میں دستیاب ہیں اور درخواستیں جمع کروانے کی آخری تاریخ

20/4/2003 ہے۔

2- درخواست فارم لینے کے لیے اپنا شناختی کارڈ ساتھ لائیں۔

پرنسپل گورنمنٹ کالج آف ٹیکنالوجی عقب جنگ بلڈنگ نزد میریڈیل مری روڈ راولپنڈی

فون: 051-1234567