ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification
Computer Operator
CS Code:
Level: 2
Credit: 5
Version: 1

MANAGE E-MAILS/INTERNET

CONTENTS	
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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 #

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 **NAVTTC**

NAVTTC OFFICE ONLY

1. DATE FORM RECEIVED: DD   MM   YYYY

2. DATE ENTERED INTO DATABASE: DD   MM   YYYY

1 ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MANAGE E-MAILS/INTERNET	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	• Create/configure an e-mail account • Sort out e-mails • Manage address book • Archive e-mails • Browse the Internet • Download the data from Internet • Send e-mails • Print documents from Internet		
Knowledge Assessment	✓	✓			• Answer all questions your assessor may have during the practical assessment.		
Other Requirements					• N/A		

2	**CANDIDATE ASSESSMENT**

Candidate's Name………………………………………….......Father'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 **one hour** timeframe:

- Configure your already created Gmail account on outlook express
- Manage address book of your configured Gmail account by adding and deleting two dummy contacts
- Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk
- Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk
- Send an e-mail to your already created Gmail account
- Receive an e-mail from your already created Gmail account

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

1. Complete practical task of 'Managing Emails/Internet' under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly:
	
	- Configure your already created Gmail account on outlook express
	   ✓ Enable server name POP in outlook express
	   ✓ Enable protocol HTTP in outlook express
	- Manage address book of your configured Gmail account
	   ✓ Add two dummy contacts in the address book in Gmail account
	   ✓ Delete two dummy contacts in the address book in Gmail account
	- Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk
	   ✓ Open search engine of Google Chrome/Firefox/Internet Explorer
	   ✓ Type the URL of the website www.pbte.edu.pk in the address bar of selected search engine
	- Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk
	   ✓ Open search engine of Google Chrome/Firefox/Internet Explorer
	   ✓ Type the URL of the website www.pbte.edu.pk in the address bar of selected search engine
	   ✓ Download model papers of the subject of 'English' for class 'DAE C.I.T' in Drive E:/ on your computer
	- Send an e-mail to your already created Gmail account
	   ✓ Sign In to your already created Gmail account
	   ✓ Attach any picture from your computer
	   ✓ Send this email to your own account
	- Receive e-mail from your already created Gmail account
	   ✓ Sign In to your already created Gmail account
	   ✓ Open e-mail sent earlier from your own Gmail account
	- General performance criteria:
	   ✓ 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.

3	ASSESSOR JUDGEMENT GUIDE

Candidate's Name …………………………………………………Father'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 'Managing Emails/Internet' under observation by an assessor**	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Configure your already created Gmail account on outlook express	Enabled server name POP in outlook express			
	Enabled protocol HTTP in outlook express			
Manage address book of your configured Gmail account	Added two dummy contacts in the address book in Gmail account			
	Deleted two dummy contacts in the address book in Gmail account			
Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk	Opened search engine of Google Chrome/Firefox/Internet Explorer			
	Typed the URL of the website www.pbte.edu.pk in the address bar of selected search engine			
Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk	Opened search engine of Google Chrome/Firefox/Internet Explorer			
	Typed the URL of the website www.pbte.edu.pk in the address bar of selected search engine			
	Downloaded model papers of the subject of 'English' for class 'DAE C.I.T' in Drive E:/ on your computer			
Send an e-mail to your already created Gmail account	Signed In to your already created Gmail account			
	Attached any picture from your computer			
	Sent this email to your own account			
Receive e-mail from your already created Gmail account	Signed In to your already created Gmail account			
	Opened e-mail sent earlier from your own Gmail account			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	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 the assessor may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			

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 consumable items required during the service
1. Context of Assessment	This task will be performed in **real time** environment.

2. List of tools and equipment required(for five candidates)

S. No	Items	Quantity
1	PCs with networking	5
2	Internet connections	5
3	MS-Office 2010 or above	For each PC
4	Browsing software (Internet Explorer/Mozilla Firefox/Google Chrome)	For each PC

3. List of consumable items required(for five candidates)

S. No	Items	Quantity
1	A4 size pages	As per requirement