

Instruction Sheet for the Candidate

Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	Write/Edit posts and pages
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Write Posts • Create Pages • Adjust Media Library • Manage Comments on posts/pages
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Write Posts <ol style="list-style-type: none"> 1. Identify tools from admin panel to create a post. 2. Use block editor for adding contents. Create Pages <ol style="list-style-type: none"> 1. Login to your CMS, go to the Page section. 2. Insert Content 3. Set the page hierarchy 4. Update URL for your page. 5. Generate permalink Adjust Media Library <ol style="list-style-type: none"> 1. Upload Images, Videos and Audios to the media library 2. Set media library views 3. Delete the unwanted media items from the library

	Manage comments on posts/pages <ol style="list-style-type: none">1. Setup comment rules2. Enable comments for the site3. Manage incoming comments
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	Write/Edit posts and pages
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Write Posts • Create Pages • Adjust Media Library • Manage Comments on posts/pages

I can.....

Performance Criteria	Yes	No
1. Identify tools from admin panel to create a post.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use block editor for adding contents	<input type="checkbox"/>	<input type="checkbox"/>
3. Login to your CMS, go to the Page section	<input type="checkbox"/>	<input type="checkbox"/>
4. Insert Content	<input type="checkbox"/>	<input type="checkbox"/>
5. Set the page hierarchy	<input type="checkbox"/>	<input type="checkbox"/>
6. Update URL for your page	<input type="checkbox"/>	<input type="checkbox"/>
7. Generate permalink	<input type="checkbox"/>	<input type="checkbox"/>
8. Upload Images, Videos and Audios to the media library	<input type="checkbox"/>	<input type="checkbox"/>
9. Set media library views	<input type="checkbox"/>	<input type="checkbox"/>
10. Delete the unwanted media items from the library	<input type="checkbox"/>	<input type="checkbox"/>
11. Setup comment rules	<input type="checkbox"/>	<input type="checkbox"/>
12. Enable comments for the site	<input type="checkbox"/>	<input type="checkbox"/>
13. Manage incoming comments	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	Write/Edit posts and pages
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ 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: _____

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"> Write Posts Create Pages Adjust Media Library Manage Comments on posts/pages 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Identify tools from admin panel to create a post.			
2. Use block editor for adding contents			
3. Login to your CMS, go to the Page section			
4. Insert Content			
5. Set the page hierarchy			
6. Update URL for your page			
7. Generate permalink			
8. Upload Images, Videos and Audios to the media library			
9. Set media library views			
10. Delete the unwanted media items from the library			
11. Setup comment rules			
12. Enable comments for the site			
13. Manage incoming comments			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Knowledge Assessment

Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	Write/Edit posts and pages
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.	What does URL stands for?		
2.	State the main difference between a post and a page?		
3.	What is permalink?		

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