

## Instruction Sheet for the Candidate

<b>Qualification</b>	Computer Assistant ( <b>Mobile App, Web &amp; Game Development</b> )
<b>Competency Standard</b>	Perform efficient web browsing and Manage emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Perform Browsing</li> <li>• Download / upload Data</li> <li>• Create email accounts</li> <li>• Sort emails</li> <li>• Manage Address Book</li> <li>• Archive email</li> <li>• Send/Receive Emails</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Perform Browsing</b></p> <ol style="list-style-type: none"> <li>1. Perform the components of browsing as per given instructions.</li> <li>2. Surf through different browsers to search required data</li> </ol> <p><b>Download / upload Data</b></p> <ol style="list-style-type: none"> <li>1. Explore different downloading tools</li> <li>2. Search and download required information.</li> <li>3. Upload required information on cloud</li> </ol> <p><b>Create email accounts</b></p> <ol style="list-style-type: none"> <li>1. Create email accounts on various platforms.</li> <li>2. Identify and remove Errors while Email configuration</li> <li>3. Configure email account on outlook</li> </ol> <p><b>Sort emails</b></p>

	<ol style="list-style-type: none"> <li>1. Demonstrate sorting of emails on the PC</li> <li>2. Perform successful sorting of emails as per instructions</li> <li>3. Search email for a particular content</li> </ol> <p><b>Manage Address Book</b></p> <ol style="list-style-type: none"> <li>1. Open address book.</li> <li>2. Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting, sorting and updating etc.</li> </ol> <p><b>Archive email</b></p> <ol style="list-style-type: none"> <li>1. Learn the procedure of Archiving Emails</li> <li>2. Demonstrate practically the procedure of archiving emails, as per requirements</li> </ol> <p><b>Send/Receive Emails</b></p> <ol style="list-style-type: none"> <li>1. Compose emails using attachments</li> <li>2. Demonstrate the procedure to send an email.</li> <li>3. Demonstrate the procedure to receive an Email.</li> <li>4. Print emails.</li> </ol>
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## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Perform efficient web browsing and Manage emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Perform Browsing</li> <li>• Download / upload Data</li> <li>• Create email accounts</li> <li>• Sort emails</li> <li>• Manage Address Book</li> <li>• Archive email</li> <li>• Send/Receive Emails</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Perform the components of browsing as per given instructions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Surf through different browsers to search 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 successful sorting of emails as per instructions	<input type="checkbox"/>	<input type="checkbox"/>
11. Search email for a particular content	<input type="checkbox"/>	<input type="checkbox"/>
12. Open address book.	<input type="checkbox"/>	<input type="checkbox"/>
13. 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"/>

14. Learn the procedure of Archiving Emails	<input type="text"/>	<input type="text"/>
15. Demonstrate practically the procedure of archiving emails, as per requirements	<input type="text"/>	<input type="text"/>
16. Compose emails using attachments	<input type="text"/>	<input type="text"/>
17. Demonstrate the procedure to send an email.	<input type="text"/>	<input type="text"/>
18. Demonstrate the procedure to receive an Email.	<input type="text"/>	<input type="text"/>
19. Print emails.	<input type="text"/>	<input type="text"/>

Candidate's Signature \_\_\_\_\_ Assessor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgment Guide

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Perform efficient web browsing and Manage emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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

<b>Assessment Task</b>		<ul style="list-style-type: none"> <li>• Perform Browsing</li> <li>• Download / upload Data</li> <li>• Create email accounts</li> <li>• Sort emails</li> <li>• Manage Address Book</li> <li>• Archive email</li> <li>• Send/Receive Emails</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Perform the components of browsing as per given instructions.			
2.	Surf through different browsers to search 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			
	Demonstrate sorting of emails on the PC			
10.	Perform successful sorting of emails as per instructions			
11.	Search email for a particular content			
12.	Open address book.			
13.	Demonstrate the method of managing the address book by adding some contacts, removing contacts, importing, exporting, sorting and updating.			
14.	Learn the procedure of Archiving Emails			
15.	Demonstrate practically the procedure of archiving emails, as per requirements			

16.	Compose emails using attachments			
17.	Demonstrate the procedure to send an email.			
18.	Demonstrate the procedure to receive an Email.			
19.	Print emails.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Computer Assistant <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Perform efficient web browsing and Manage emails
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YET COMPETENT</b> <input type="checkbox"/> 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.	Name two popular search engines.		
2.	Differentiate between downloading and uploading data.		
3.	Differentiate between browser and a search engine.		



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