

## Instruction Sheet for the Candidate

<b>Qualification</b>	CMS Professional ( <b>Mobile App, Web &amp; Game Development</b> )
<b>Competency Standard</b>	Perform Basic Administration
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b> <ul style="list-style-type: none"> <li>• Navigate in CMS Environment</li> <li>• Change the look &amp; Feel of the Website</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>	<b>Navigate in CMS Environment</b> <ol style="list-style-type: none"> <li>1. Demonstrate the proficiency in using features available in the CMS</li> <li>2. Explore the Dashboard for updating themes and plugins</li> </ol> <b>Change the look &amp; Feel of the Website</b> <ol style="list-style-type: none"> <li>1. Use widgets as per requirement</li> <li>2. Create Navigational structure/Menu</li> <li>3. Insert Header</li> <li>4. Insert Footer</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	CMS Professional <b>(Mobile App, Web &amp; Game Development)</b>
<b>Competency Standard</b>	Perform Basic Administration
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Navigate in CMS Environment</li> <li>• Change the look &amp; Feel of the Website</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Demonstrate the proficiency in using features available in the CMS	<input type="checkbox"/>	<input type="checkbox"/>
2. Explore the Dashboard for updating themes and plugins	<input type="checkbox"/>	<input type="checkbox"/>
3. Use widgets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
4. Create Navigational structure/Menu	<input type="checkbox"/>	<input type="checkbox"/>
5. Insert Header	<input type="checkbox"/>	<input type="checkbox"/>
6. Insert Footer	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgment Guide

<b>Qualification</b>	<b>CMS Professional (MOBILE APP, WEB &amp; GAME DEVELOPMENT)</b>
<b>Competency Standard</b>	Perform Basic Administration
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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>Navigate in CMS Environment</li> <li>Change the look &amp; Feel of the Website</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Demonstrate the proficiency in using features available in the CMS			
2. Explore the Dashboard for updating themes and plugins			
3. Use widgets as per requirement			
4. Create Navigational structure/Menu			
5. Insert Header			
6. Insert Footer			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

## Knowledge Assessment

<b>Qualification</b>	CMS Professional ( <b>Mobile App, Web &amp; Game Development</b> )
<b>Competency Standard</b>	Perform Basic Administration
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; 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 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 is the Header of a website?		
2.	What type of information we usually put in footer section?		
3.	Why do we use widgets in a CMS based website?		

4.	What is metadata?		

<b>Feedback to the Candidate</b>	
<b>Candidate's Signature</b> _____	<b>Assessor's Signature</b> _____