

Instruction Sheet for the Candidate

Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	<ol style="list-style-type: none"> 1. Install Content Management System 2. Write/Edit Posts and Pages 3. Perform Basic Administration 4. Customize/Deploy Theme 5. Add Plugins to Website 6. Manage CMS Website 7. Perform Troubleshooting
Purpose of Assessment	Summative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment)</p> <p>Create a CMS based website.</p>
Time: 05 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Create a CMS based website.</p> <ol style="list-style-type: none"> 1. Download/Install an open-source cross platform web server solution software for setting up CMS (XAMPP or MAMP) 2. Setup Server & Database environment of server solution software for the CMS based website to be run on it 3. Download CMS software and Extract files 4. Create the Database and a User 5. Create Homepage 6. Upload Images, Videos and Audios to the media library 7. Add Keyword, Link, Titles in the content 8. Insert content in links and images 9. Setup comment rules 10. Generate permalink of the homepage 11. Use widgets as per requirement 12. Insert Header & Footer 13. Search a specific theme type from available free theme

	<p>directory</p> <ol style="list-style-type: none">14. Select a suitable theme, generate the live preview15. Activate the theme.16. Perform search for the desired plugin and add it. (Contact Form Plugin)17. Activate the plugin
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	CMS Professional (Mobile App, Web & Game Development)
Competency Standard	1. Install Content Management System 2. Write/Edit Posts and Pages 3. Perform Basic Administration 4. Customize/Deploy Theme 5. Add Plugins to Website 6. Manage CMS Website 7. Perform Troubleshooting
Purpose of Assessment	Summative Assessment
Assessment Task	Create a CMS based website.

I can.....

Performance Criteria	Yes	No
1. Download/Install an open-source cross platform web server solution software for setting up CMS (XAMPP or MAMP)	<input type="checkbox"/>	<input type="checkbox"/>
2. Setup Server & Database environment of server solution software for the CMS based website to be run on it	<input type="checkbox"/>	<input type="checkbox"/>
3. Download CMS software and Extract files	<input type="checkbox"/>	<input type="checkbox"/>
4. Create the Database and a User	<input type="checkbox"/>	<input type="checkbox"/>
5. Create Homepage	<input type="checkbox"/>	<input type="checkbox"/>
6. Upload Images, Videos and Audios to the media library	<input type="checkbox"/>	<input type="checkbox"/>
7. Add Keyword, Link, Titles	<input type="checkbox"/>	<input type="checkbox"/>
8. Insert content in links and images	<input type="checkbox"/>	<input type="checkbox"/>
9. Setup comment rules	<input type="checkbox"/>	<input type="checkbox"/>
10. Generate permalink of the homepage	<input type="checkbox"/>	<input type="checkbox"/>
11. Use widgets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
12. Insert Header & Footer	<input type="checkbox"/>	<input type="checkbox"/>
13. Search for a specific theme type from available free theme directory	<input type="checkbox"/>	<input type="checkbox"/>
14. Select a suitable theme, generate the live preview	<input type="checkbox"/>	<input type="checkbox"/>
15. Activate the theme.	<input type="checkbox"/>	<input type="checkbox"/>

16. Perform search for the desired plugin and add it. (Contact Form Plugin)	<input type="text"/>	<input type="text"/>
17. Activate the plugin	<input type="text"/>	<input type="text"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	CMS Professional (Mobile App, Web & Game Development)
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Purpose of Assessment	Summative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; 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		Create a CMS based website for your collage.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Download/Install an open-source cross platform web server solution software for setting up CMS (XAMPP or MAMP)			
2.	Setup Server & Database environment of server solution software for the CMS based website to be run on it.			
3.	Download CMS software and Extract files			
4.	Create the Database and a User			
5.	Create Homepage			
6.	Upload Images, Videos and Audios to the media library			
7.	Add Keyword, Link, Titles			
8.	Insert content in links and images			
9.	Setup comment rules			
10.	Generate permalink of the homepage			
11.	Use widgets as per requirement			
12.	Insert Header & Footer			
13.	Search for a specific theme type from available free theme directory			
14.	Select a suitable theme, generate the live preview			
15.	Activate the theme.			
16.	Perform search for the desired plugin and add it. (Contact Form Plugin)			

17.	Activate the plugin			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	CMS Professional (Mobile App, Web & Game Development)
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Purpose of Assessment	Summative 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.	Where themes can be edited?		
2.	Does the Block editor of CMS allow editing posts and pages in the front-end?		

3.	What purpose does FTP serve?		
4.	What is a web hosting service?		
5.	Why do we update themes?		
6.	Define caching?		
7.	Do we need to reinstall CMS if we want to move our website to a new server?		

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