



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>COMPUTER OPERATOR</h1>																																		
Qualification Computer Operator Qualification Code: Level: 2 Credit: 80 Version: 1																																			
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																																		
ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																																		
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																																		
	Assessor's Name _____ Assessor's Code _____ Assessor's Signature _____ Date <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>													DD	MM							YYYY													
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CANDIDATE DETAILS	Candidate's Name _____ <small style="margin-left: 100px;">First Name</small> <small style="margin-left: 200px;">Last Name</small>																																		
	Father's Name _____																																		
	Institute Name and District _____																																		
	CNIC/BFORM # <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																																		
	Registration Number issued by Assessment Body _____																																		
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																																		
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 <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC																																		
NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table> 2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY											DD	MM					YYYY
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1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: COMPUTER OPERATOR		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Use the basic techniques of operating the computer Work proficiently in MS-Office Prepare the In Page documents Use email and Internet 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment. 		
Other Requirements					<ul style="list-style-type: none"> 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 **three hours** timeframe:

- Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/
- Create a computer assignment given in Annexure-1

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
<p>1. Complete practical task of 'Computer Operator' under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/ <ul style="list-style-type: none"> ✓ Enter the product key from setup dialog box ✓ Accept the terms of the agreement from setup dialog box ✓ Choose the customize installation to install MS-Office in the drive D:/ ✓ Select drive D:/ from installation dialog box ✓ Run the setup file of In Page software ✓ Select the drive E:/ to install the In Page software • Create a computer assignment given in Annexure-1 <ul style="list-style-type: none"> ✓ Create a word document Annexure-1 (Page-2) as per instructions ✓ Apply font style and size as designed in the Annexure-1 (Page-2) ✓ Apply font style and size for heading as designed in the Annexure-1 (Page-2) ✓ Apply the page margins as designed in the Annexure-1 (Page-2) ✓ Apply the Word Art as designed in the Annexure-1 (Page-2) ✓ Apply the Drop Cap as per design in the Annexure-1 (Page-2) ✓ Insert columns as per design in the Annexure-1 (Page-2) ✓ Apply the alignment according to the design in the Annexure-1 (Page-2) ✓ Apply the line between columns as per design in the Annexure-1 (Page-2) ✓ Apply the numbering as per design in the Annexure-1 (Page-2) ✓ Apply the colours as per design in the Annexure-1 (Page-2) ✓ Create an In Page file Annexure-1 (Page-3) as per instructions ✓ Apply the same font style and size as designed in the Annexure-1 (Page-3) ✓ Apply the same font style and size for heading as designed in the Annexure-1 (Page-3) ✓ Apply baseline shift as designed in the Annexure-1 (Page-3) ✓ Apply character spacing as designed in the Annexure-1 (Page-3) ✓ Apply the borders style as designed in the Annexure-1 (Page-3) ✓ Apply the rotation on text boxes as per design in the Annexure-1 (Page-3) ✓ Insert the table as per design in the Annexure-1 (Page-3) ✓ Apply the alignment according to the design in the Annexure-1 (Page-3) ✓ Insert picture in the table as per design in the Annexure-1 (Page-3) ✓ Create an Excel sheet Annexure-1 (Page-4) as per instructions ✓ Apply the same column and row size as per design in the Annexure-1 (Page-4)

	<ul style="list-style-type: none"> ✓ Apply the same font style and size as per design in the Annexure-1 (Page-4) ✓ Apply the same alignment for the cell values as per design in the Annexure-1 (Page-4) ✓ Apply the borders as per design in the Annexure-1 (Page-4) ✓ Apply the shading as per design in the Annexure-1 (Page-4) ✓ Apply the function to find marks obtained as per design in the Annexure-1 (Page-4) ✓ Apply the function to find percentage as per design in the Annexure-1 (Page-4) ✓ Apply the function to find status as pass or fail as per design in the Annexure-1 (Page-4) ✓ Apply the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4) ✓ Apply the function to give remarks as per given criteria in the Annexure-1 (Page-4) ✓ Design the line chart as per design in the Annexure-1 (Page-4) ✓ Apply the function to find maximum marks as per design in the Annexure-1 (Page-4) ✓ Apply the function to find minimum marks as per design in the Annexure-1 (Page-4) ✓ Apply colours to maximum and minimum marks as per design in the Annexure-1 (Page-4) ✓ Insert title slide as per given instructions on Annexure-1 (Page-1) ✓ Insert the second slide as per given instructions in Annexure-1 (Page-1) ✓ Insert the third slide as per given instructions in Annexure-1 (Page-1) ✓ Apply slide transitions on each slide as per given instructions in Annexure-1 (Page-1) ✓ Apply animations on each object of the slides as per given instructions in Annexure-1 (Page-1) ✓ Link the Word document in the presentation as per given instructions in Annexure-1 (Page-1) ✓ Save the documents as per given instructions in Annexure-1 (Page-1) ✓ Send an email as per given instructions in Annexure-1 (Page-1) ✓ Create a hardcopy of each document as per given instructions in Annexure-1 (Page-1) <ul style="list-style-type: none"> • General performance criteria: <ul style="list-style-type: none"> ✓ 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
<p>2. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

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 'Computer Operator' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/	Entered the product key from setup dialog box			
	Accepted the terms of the agreement from setup dialog box			
	Chose the customize installation to install MS-Office in the drive D:/			
	Selected drive D:/ from installation dialog box			
	Ran the setup file of In Page software			
	Selected the drive E:/ to install the In Page software			
Create a computer assignment given in Annexure-1	Created a word document Annexure-1 (Page-2) as per instructions			
	Applied font style and size as designed in the Annexure-1 (Page-2)			
	Applied font style and size for heading as designed in the Annexure-1 (Page-2)			
	Applied the page margins as designed in the Annexure-1 (Page-2)			
	Applied the Word Art as designed in the Annexure-1 (Page-2)			
	Applied the Drop Cap as per design in the Annexure-1 (Page-2)			
	Inserted columns as per design in the Annexure-1 (Page-2)			
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	Applied the numbering as per design in the Annexure-1 (Page-2)			
	Applied the colours as per design in the Annexure-1 (Page-2)			
	Created an In Page file Annexure-1 (Page-3) as per instructions			
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Applied baseline shift as designed in the Annexure-1 (Page-3)				
Applied character spacing as designed in the Annexure-1 (Page-3)				
Applied the borders style as designed in the Annexure-1 (Page-3)				

	Applied the rotation on text boxes as per design in the Annexure-1 (Page-3)		
	Inserted the table as per design in the Annexure-1 (Page-3)		
	Applied the alignment according to the design in the Annexure-1 (Page-3)		
	Inserted picture in the table as per design in the Annexure-1 (Page-3)		
	Created an Excel sheet Annexure-1 (Page-4) as per instructions		
	Applied the same column and row size as per design in the Annexure-1 (Page-4)		
	Applied the same font style and size as per design in the Annexure-1 (Page-4)		
	Applied the same alignment for the cell values as per design in the Annexure-1 (Page-4)		
	Applied the borders as per design in the Annexure-1 (Page-4)		
	Applied the shading as per design in the Annexure-1 (Page-4)		
	Applied the function to find marks obtained as per design in the Annexure-1 (Page-4)		
	Applied the function to find percentage as per design in the Annexure-1 (Page-4)		
	Applied the function to find status as pass or fail as per design in the Annexure-1 (Page-4)		
	Applied the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4)		
	Applied the function to give remarks as per given criteria in the Annexure-1 (Page-4)		
	Designed the line chart as per design in the Annexure-1 (Page-4)		
	Applied the function to find maximum marks as per design in the Annexure-1 (Page-4)		
	Applied the function to find minimum marks as per design in the Annexure-1 (Page-4)		
	Applied colours to maximum and minimum marks as per design in the Annexure-1 (Page-4)		
	Inserted title slide as per given instructions on Annexure-1 (Page-1)		
	Inserted the second slide as per given instructions in Annexure-1 (Page-1)		
	Inserted the third slide as per given instructions in Annexure-1 (Page-1)		
	Applied slide transitions on each slide as per given instructions in Annexure-1 (Page-1)		
	Applied animations on each object of the slides as per given instructions in Annexure-1 (Page-1)		
	Linked the Word document in the presentation as per given instructions in Annexure-1 (Page-1)		
	Saved the documents as per given instructions in Annexure-1 (Page-1)		
	Sent an email as per given instructions in Annexure-1 (Page-1)		
	Created a hardcopy of each document as per given instructions in Annexure-1 (Page-1)		
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			
<p>2. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> 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	Laptops: Latest Processor with major minimum features as below: Quad Core 32/64 Bit Processor (3.06 GHz or Higher, 4MB 4- Core/ 8- Threads, Turbo up to 3.46 GHz) or Higher Network Card Integrated Gigabit Ethernet (10/100/1000); RAM: 8 GB Dual Channel DDR3, 1333 MHz SDRAM Memory expandable up to 8 GB Cache: L3 Smart 8 MB Cache speed 2.3 MHz or Higher 1TB HDD, Wi-Fi with licensed Operating System and Antivirus.	1
2	File server for LAN. Xeon Latest 64 bit processor or Higher with PCI Express Video Card 4GB VRAM, 8 GB RAM, 22" TFT, Keyboard, Mouse, DVD OR BLU-RAY writer with latest license of OS - Server Edition, Internet, Antivirus - Server Edition & UPS for Power Back up.	1
3	LAB should have structured cabling	1
4	Workstation/Nodes (computers) Latest Processor, HDD, Monitor, DVD Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS and Antivirus – Professional/Ultimate Edition	5
5	Workstation for Multimedia i700 (i7) PROCESSOR or Quad core or Higher, 8 GB RAM, 1 Terabyte HDD, 22" TFT Monitor, DVD OR BLU-RAY Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS with Antivirus -, Professional/Ultimate Edition	1
6	24 Port switch with wireless connectivity	1
7	RJ 45 Connector	1
8	Internet or Intranet Connectivity	1
9	On-Line UPS	1
10	Printer	1
11	Scanner	1
12	Web Cam (digital camera)	20
13	DVD or BLU-RAY writers	5
14	Pen-drive	20
15	External Hard Disks	5
16	DSL Wireless Router	1
17	Wireless Router	1
18	Wireless LAN Cards	6
19	LCD Projector	1
20	Computer lab with Multimedia Projector	1
21	Class room with Multimedia Projector	1
22	Tool box	5 sets
23	USB flash drives	5

3. List of consumable items required(for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement

INSTRUCTIONS:

- Create the **Annexure-A(Pg-2)** in MS Word as designed in a new document on page-1, using:
 - Font Style = Calibri, size = 11 for normal text,
 - Font size = 14 Bold for Heading
 - Page margins = 1.25" (Left & Right)
 - Page margins = 0.75" (Top & Bottom)
- Design **Annexure-A(Pg-3)** using In Page software, and insert into Word document as page-2 when completed
- In Excel, create **Annexure-A(Pg-4)** worksheet as per given instructions and export into Word document on 3rd page
- In PowerPoint, create a presentation of at least 3 slides including :
 - 1st = A Title slide having Introduction of yourself
 - 2nd = Type the course contents of "Computer Course" in separate text boxes
 - 3rd = Take the Excel sheet data and make a chart or graph of the data
 - Applied different slide transitions on each slide
 - Applied different animations on each object of the slides
 - Link the word document you just created in the presentation to open during presentation
- Save all documents into one folder in drive E: using naming protocol:
yourname_assessment title.
- Email the complete Folder having all documents to your Assessor
- Print a hard copy of each.

DECISION MAKING

Decision is a choice made between alternative courses of action in a situation of uncertainty.

Decision making can be regarded as the mental process resulting in the selection of a course of action among several alternative scenarios. Every decision making process produces a final choice. The output can be an action or an opinion of choice.

Decision Making Process:

Following 8 steps will add structure and simplicity to the Decision making process.

1. **Recognize and identify the problem:**
Decisions are response to situations or problems that need addressing. Therefore it is important to have a clear definition of what needs addressing before attempting to go further in the decision making process.
2. **Consider the nature of the problem that you are trying to resolve:** What is the type issue, problem, or situation you need to address? Is it problematic in terms of creating an awkward situation between individuals, is it needed to change direction of a business? Why does the problem need a decision? What are the results you are hoping to achieve by this decision?
3. **Analyze or research the problem:** it is important to gather all the information involved in the problem or question, so that informed choices can be made.
4. **Develop a list of possible solution:** List the possible decisions that could be made, and what their consequences would be.
5. **Select the best alternative:** Look at the list drawn up in point 4 and choose the best solution for the situation.
6. **Execute the best choice:** Sometimes the hardest part of making a decision is taking action. The best decisions are ones that deliver strong action.
7. **Follow Up and communication:** A good decision needs to be followed throughout its process and constant communication made with those involved.
8. **Feedback:** This determines the overall success of and reaction to the decision.

زندگی کی اصل خوبصورتی یہ نہیں کہ آپ کتنے خوش ہیں

بلکہ زندگی کی اصل خوبصورتی یہ ہے کہ دوسرے آپ سے کتنے خوش ہیں۔

”اگر ہم اس عظیم سلطنت پاکستان کو خوشی اور خوشحال بنانا چاہتے ہیں تو ہمیں اپنی پوری توجہ لوگوں اور بالخصوص شہریہ طبقے کی صلاح و بہبود پر مرکوز کرنی پڑے گی۔“
(خطبہ صدارت دستور سنہ ۱۹۷۳ء)

قومی ترانہ

یاک مرزین شاد باد کشور حسین شاد باد
تو تکان عزم عالیہ تان ارض پاکستان
مرکزین شاد باد
یاک مرزین کاظم قوت اثرت عوام
قوم، ملک، سلطنت ہندہ تانہ باد
شہر ہا مشول ہراد
پریم ستارہ ہوجال دسر ترقی و کمال
ترجمان ماضی شان حال ہان اسکھال
سایہ شاد کے ذوا ہلال

مینار پاکستان



فیصل مسجد



Instructions:

- Design the worksheet given below and Find Obtained Marks
- Calculate Percentage, Total marks=550
- Show the status as Pass or Fail of each student, where Pass \geq 50
- Assign grades if students status is pass, as per the criteria given below:
 - A+ \geq 90 A \geq 80 B \geq 65 C \geq 50 and F below 50
- Give Remarks according to grades of each students as follows
 - A+ = Excellent, A = Very Good, B = Good, C = Average
- Draw a line graph of column Student Vs English
- Show Students names who got maximum and minimum marks at bottom in Royal Blue and Red Colors respectively

RESULT SHEET												
R. No.	Student Name	Maths				English	Pak Studies	Obtained Marks	%age	Status	Grade	Remarks
		Stats		A	B							
		A	B			100	100	100	100	100	50	550
1	Hashir	85	88	85	90	91	46	485	88.18	Pass	B	Very Good
2	Abdullah	66	70	72	75	78	42					
3	Shahbaz	45	46	44	48	62	26					
4	Zeshan	75	78	73	74	72	36					
5	Shahzaib	62	56	60	58	60	32					
6	Rafay	35	36	25	28	36	28					
7	Husnain	70	68	67	68	69	36					
8	Akram	55	54	52	48	59	37					
9	Kashif	90	96	96	95	94	50					
10	Tahir	78	86	85	78	82	46					

Student Name got Max. Marks
Student Name got Min. Marks