



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>PREPARE PRESENTATION</h1>
<b>Qualification</b> Computer Operator <b>CS Code:</b> <b>Level: 2</b> <b>Credit: 9</b> <b>Version: 1</b>	

<b>CONTENTS</b>	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/ equipment, material and context of assessment
-----------------	--

<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="margin-left: 300px;"><b>Not Yet Competent</b> <input type="checkbox"/></span>																	
	<b>Assessment</b> <input type="checkbox"/> <span style="margin-left: 300px;"><b>Re-Assessment</b> <input type="checkbox"/></span>																	
	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> </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												

<b>CANDIDATE DETAILS</b>	Candidate's Name: ..... <small style="margin-left: 100px;">First Name</small> <span style="margin-left: 200px;"><small>Last Name</small></span>																				
	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: .....																					

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to <b>NAVTTCC</b>
--	---

<b>NAVTTCC OFFICE ONLY</b>	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> </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	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> </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																										
DD	MM					YYYY																										

# 1

## ASSESSMENT SUMMARY & RECORD

Candidate's Name .....Father's Name .....

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE PRESENTATION		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> <li>• Insert Master Slide</li> <li>• Insert Slides with Different Layouts</li> <li>• Apply Animations on Objects</li> <li>• Apply Slide Transitions on Slides</li> <li>• Apply Sound Effects</li> <li>• Print slides</li> </ul>		
Knowledge Assessment		✓			<ul style="list-style-type: none"> <li>• Answer all questions your assessor may have during the practical assessment</li> </ul>		

# 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 **half an hour (30 minutes)** timeframe:

- Prepare a presentation by following the instructions given on the Annexure "A"

**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><b>1. Complete practical task of "Prepare Presentation" under observation by an assessor</b></p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Prepare a presentation by following the instructions given on the Annexure "A"               <ul style="list-style-type: none"> <li>✓ Write title of slides with font: Rockwell (Heading) - 40pt to 50pt on entire presentation.</li> <li>✓ Write details in slides with font: Rockwell (Body) - 28pt to 36pt on entire presentation.</li> <li>✓ Apply theme "Foundry" on entire presentation.</li> <li>✓ Apply colour scheme "Office" on entire presentation.</li> <li>✓ Apply animation "Fly In" on entire presentation.</li> <li>✓ Apply animation "by first level paragraph".</li> <li>✓ Apply animation with transition speed "slow".</li> <li>✓ Apply transition sound "Arrow".</li> <li>✓ Save the presentation with your name on desktop.</li> <li>✓ Print the complete presentation on one page through printer (on Network).</li> </ul> </li> <li>• General performance criteria:               <ul style="list-style-type: none"> <li>✓ Follow health and safety procedure as per the requirements of given task</li> <li>✓ Prepare work station as per the requirements of task</li> <li>✓ Select tools/ equipment as per the requirements of task</li> <li>✓ Report to supervisor in case of any contingency after taking necessary actions</li> <li>✓ Complete the work by following sequence of operations</li> <li>✓ Perform task(s) within standard timeframe</li> </ul> </li> </ul>
<p><b>2. Answer any questions your Assessor may have during the practical assessment</b></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
<b>1. Complete practical task of Prepare Presentation under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
<b>Prepare a presentation by following the instructions given on the Annexure "A"</b>	Wrote title of slides with font: Rockwell (Heading) - 40pt to 50pt on complete presentation.			
	Wrote details in slides with font: Rockwell (Body) - 28pt to 36pt on complete presentation.			
	Applied theme "Foundry" on entire presentation.			
	Applied colour scheme "Office" on entire presentation.			
	Applied animation "Fly In "on entire presentation.			
	Applied animation "by first level paragraph".			
	Applied animation with transition speed "slow".			
	Applied transition sound "Arrow".			
	Saved the presentation with name on desktop.			
	Printed the complete presentation on one page through network printer.			
<b>General performance criteria</b>	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			
<b>2. Answer any questions you may have during the practical assessment</b>	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

### INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

#### 1. Context of Assessment

This task will be performed in real time environment.

#### 2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer(On Network)	1
3	Microsoft Office	On each PC

#### 3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As per Requirement

**Prepare the four slides presentation on "yourself" according to the following instructions:**

1. Write title of slides with font: Rockwell (Heading) - 40pt to 50pt on complete presentation.
2. Write details in slides with font: Rockwell (Body) - 28pt to 36pt on complete presentation.
3. Apply theme "Foundry" on complete presentation.
4. Apply colour scheme "Office" on complete presentation.
5. Apply animation "Fly In" on complete presentation.
6. Apply animation "by first level paragraph".
7. Apply animation with transition speed "slow".
8. Apply transition sound "Arrow".
9. Save the presentation with your name on desktop.
10. Print the complete presentation on one page through network printer.