



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1 style="margin: 0;">MANAGE INFORMATION SYSTEM</h1>																																																										
Qualification Computer Operator CS Code: Level: 2 Credit: 5 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																																																										
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1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MANAGE INFORMATION SYSTEM	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Enter data in the computer • Manage files and folders • Scan the pictures and save in the computer • Search files and folders • Maintain office records • Print the documents • Convert files in other file formats • Backup the data 		
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 **two(2) hours** timeframe:

- Prepare a document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1
- Scan picture provided in Annexure-2 and place it at the place given in Annexure-1
- Create a folder with the name 'Assessment' in D:/ drive of the computer
- Save typed document with the name 'Social Networking' in the 'Assessment' folder
- Search a file with the name of 'Social Networking' in the computer
- Print the file of 'Social Networking'
- Convert this MS-Word file of 'Social Networking' into PDF file format
- Create a backup of the file of 'Social Networking' on the server

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 'Managing Information System' 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 document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1 <ul style="list-style-type: none"> ✓ Type the MS-Word document with the speed of 40 words per minute • Scan picture provided in Annexure-2 and place it at the place given in Annexure-1 <ul style="list-style-type: none"> ✓ Set the picture correctly in the scanner ✓ Take a preview of the document before scanning ✓ Start scanning ✓ Save the document on desktop • Create a folder with the name 'Assessment' in D:/ drive of the computer <ul style="list-style-type: none"> ✓ Create a folder with popup menu by right click in the D:/ drive • Save typed document with the name 'Social Networking' in the 'Assessment' folder <ul style="list-style-type: none"> ✓ Open 'Assessment' folder in the D:/ drive ✓ Save the file of 'Social Networking' in this folder • Search a file with the name of 'Social Networking' in the computer <ul style="list-style-type: none"> ✓ Search a file with the name of ' Social Networking' by using wild card • Print the file of 'Social Networking' <ul style="list-style-type: none"> ✓ Set page size ✓ Set page margins ✓ Set page orientation ✓ Preview before printing ✓ Print the file • Convert this MS-Word file of 'Social Networking' into PDF file format <ul style="list-style-type: none"> ✓ Use 'Nitro PDF' or 'Online conversion from MS-Word to PDF' to convert the file of 'Social Networking' into PDF file format • Create a backup of the file of 'Social Networking' on the server

	<ul style="list-style-type: none"> ✓ Save the PDF file of 'Social Networking' on the network storage ✓ Save the PDF file on external backup device • 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 'Managing Information System' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1	Typed the MS-Word document with the speed of 40 words per minute			
Scan picture provided in Annexure-2 and place it at the place given in Annexure-1	Set the picture correctly in the scanner			
	Took a preview of the document before scanning			
	Started scanning			
	Saved the document on desktop			
Create a folder with the name 'Assessment' in D:/ drive of the computer	Created a folder with popup menu by right click in the D:/ drive			
Save typed document with the name 'Social Networking' in the 'Assessment' folder	Opened 'Assessment' folder in the D:/ drive			
	Saved the file of 'Social Networking' in this folder			
Search a file with the name of 'Social Networking' in the computer	Searched a file with the name of ' Social Networking' by using wild card			
Print the file of 'Social Networking'	Set page size			
	Set page margins			
	Set page orientation			
	Previewed before printing			
	Printed the file			
Convert this MS-Word file of 'Social Networking' into PDF file format	Used 'Nitro PDF' or 'Online conversion from MS-Word to PDF' to convert the file of 'Social Networking' into PDF file format			
Create a backup of the file of 'Social Networking' on the server	Saved the PDF file of 'Social Networking' on the network storage			
	Saved the PDF file on external backup device			
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	PCs with networking	5
2	Internet connections	5
3	MS-Office	For each PC
4	Nitro software	5
5	Printer	1
6	Scanner	1
7	External backup storage devices	5

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

Annexure-1

Scan and place picture given in annexure-2

In the twenty-first century, all activities are through the internet and the social networking sites have taken up so much that now, we just cannot be away from them. With plenty number of social networking sites, connecting to friends and family who are very far away from uses made so simple and easy that is just feels that we are talking over a cup of coffee.

Social networking sites not only enable us to stay in contact with friends and families, but also help ones to expand their horizon by getting in touch with people of similar tastes, likes, interests, ideas irrespective of their caste, creed or distance. The most commonly used social networking sites are Facebook, Twitter, Google Plus, Flickr and so on. With so many social networking sites, one gets to meet groups of people that are with similar thoughts and likes. One could also express their views on public matters on such platforms. Apart from connecting with people, job openings, business expansions, online business are all possible with the help of social networking sites. There are specific sites especially for jobs alone, or for business marketing alone, which makes transactions much more easier and faster.

However, along with the advantages also comes the package of disadvantages. Social networking sites have been used in the wrong manner with false identities to spread false and abusive messages. Lot of valuable time gets lost, when people spend more time to social networking sites when at work. There have been situations where people get addicted to social networking sites and have led to depression viewing others profiles. The impact of social media is too high that one could get affected either in the right manner or in the wrong manner.

Social networking sites have emerged as a powerful resource for effective communication, interaction and connecting people across the globe for personal and official needs, there by letting one another grow and develop and extend more than they could in every possible manner. With the advancing of technology, communication has also advanced and helps one to grow in all aspects of life.

Annexure-2

