

COMPUTER GRAPHICS - PRINT



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ASSESSMENT PACKAGE

National Vocational Certificate Level 3

Version 1 - July 2013

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Document Version

July, 2013
Islamabad, Pakistan

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ASSESSMENT PACKAGE

National Vocational Certificate Level 3

Version 1 - July 2013



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 20

Version: 1

DEVELOP FAMILIARITY WITH TERMINOLOGIES AND TOOLS

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 ☐ Not Yet Competent ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM #

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Registration Number issued by Assessment Body _____

Gender

Male ☐ Female ☐ Transgender ☐

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 *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

NAVTTC OFFICE ONLY

1. DATE FORM RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: DEVELOP FAMILIARITY WITH TERMINOLOGIES AND TOOLS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Create a banner Design logo Design slogan Apply texture Apply typography and colour theory 		
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"> Provide verified evidence of the designed flyer (colour print) 		

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 **four hours** timeframe:

- Create a banner for Honda company which should include the following tasks:
- Design a logo for the company
- Design a slogan for the company
- Integrate images related to the company (any two)

Below mentioned Instructions must be followed to complete the tasks:

- ✓ Banner size 900 x 300 pixels
- ✓ Logo size 682 x 460 pixels
- ✓ Logo name 'Honda'
- ✓ Slogan of the company 'The Power of Dream'
- ✓ Slogan must be in down position of the logo
- ✓ Company name colour 'red'
- ✓ Logo and slogan must be in left position of the banner

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
1. Complete practical task of 'Developing Familiarity with Terminologies and Tools' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <p>Create a banner for Honda company which should include the following tasks:</p> <ul style="list-style-type: none"> • Design a logo for the company <ul style="list-style-type: none"> ✓ Apply texture effect to an object ✓ Apply colour theory to an object and text ✓ Apply typography to define font format ✓ Apply positive and negative spaces to an object ✓ Apply point and path tools in Adobe Illustrator to select and define path to different objects ✓ Apply pick, move and rotate tools in CorelDRAW to adjust different objects and images • Design a slogan for the company <ul style="list-style-type: none"> ✓ Apply colour theory to an object and text ✓ Apply typography to define font format • Integrate images related to the company (any two) <ul style="list-style-type: none"> ✓ Apply symmetric and asymmetric image balance approach to balance the images ✓ Apply point and path tools in Adobe Illustrator to select and define path to different objects ✓ Apply pick, move and rotate tools in CorelDRAW to adjust different objects and images ✓ Apply layer to define banner size in Photoshop and to integrate the images and text ✓ Apply contrast to evaluate the juxtaposition • 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

	<ul style="list-style-type: none"> ✓ 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
2. Other requirements	<ul style="list-style-type: none"> • Provide verified evidence of the designed flyer (colour print)
3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

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 'Developing Familiarity with Terminologies and Tools' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Create a banner for Honda company which should include the following tasks: Design a logo for the company	Applied texture effect to an object			
	Applied colour theory to an object and text			
	Applied typography to define font format			
	Applied positive and negative spaces to an object			
	Applied point and path tools in Adobe Illustrator to select and define path to different objects			
	Applied pick, move and rotate tools in CorelDraw to adjust different objects and images			
Design a slogan for the company	Applied colour theory to an object and text			
	Applied typography to define font format			
Integrate images related to the company (any two)	Applied symmetric and asymmetric image balance approach to balance the images			
	Applied point and path tools in Adobe Illustrator to select and define path to different objects			
	Applied pick, move and rotate tools in CorelDraw to adjust different objects and images			
	Applied layer to define banner size in Photoshop and to integrate the images and text			
	Applied contrast to evaluate the juxtaposition			
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			
2. Other requirements	Provided verified evidence of the designed flyer (colour print)			

<p>3. 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>			
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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	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	PCs	5
2	Printer	1
3	<p>Licensed graphics software:</p> <ul style="list-style-type: none"> Adobe Photoshop CS5 Adobe Illustrator CS5 Adobe InDesign CS5 CorelDRAW 12 	For each PC

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



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 8

Version: 1

DEVELOP DESIGN CONCEPT

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

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor's Name

Assessor's Code

Assessor's Signature

Date

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male

☐

Female

☐

Transgender

☐

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

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NAVTTC OFFICE ONLY

1. DATE

FORM

RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO

DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: DEVELOP DESIGN CONCEPT	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Develop Design concept of product 		
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 		

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:

Create a design concept according to the provided guidelines:

Alia (Customer): Hi sir I am going to open an Art academy, for this purpose I want you to design a banner/hoarding board for my academy.

Ahmad (Designer): Okay Ma'am what type of design do you want?

Alia: Sir I'm providing you a rough design according to my need.

- The name of my academy is 'Pakistan Art work'. It will be placed at the centre of the board
- The colour of the banner will be blue
- The logo design which I gave will be at the top left corner of the banner
- The phone number will be at the bottom left corner of the banner
- The size of the banner will be (6'x6')
- The logo size will be (1'x1').

Ahmad: Okay Ma'am I will design this for you. And one thing more, Ma'am, can I apply the rest of the formatting according to the market need?

Alia: yes you can and thanks sir.

Design the template according to the above mentioned scenario and follow the instructions below:

- The name of the academy must be in the centre of the board
- Draw and design the logo according to the Annexure-1
- The size of the logo must be (1'x 1')
- The size of the board must be (6'x6')

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
1. Complete practical task of 'Developing Design Concept' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Design the banner <ul style="list-style-type: none"> ✓ Select the size of the banner as per requirement of the customer ✓ Select the banner colour as per requirement of the customer ✓ Adjust the name of the academy at the centre of the banner ✓ Apply any font of size 72 ✓ Apply white and red font colour by using Fountain fill tool in CorelDRAW ✓ Adjust phone number at the bottom left corner on the banner • Design the logo <ul style="list-style-type: none"> ✓ Use brazier tool in CorelDRAW and two colour brushes are drawn in the logo and their colour is filled ✓ Use brazier tool in CorelDRAW design colour plate according to Annexure-1 ✓ Add objects in the logo according to the logo design provided in Annexure-1 ✓ Insert this logo at the top left corner of the banner

	<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
2. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

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 'Developing Design Concept' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Design the banner	Selected the size of the banner as per requirement of the customer			
	Selected the banner colour as per requirement of the customer			
	Adjusted the name of the academy at the centre of the banner			
	Applied any font of size 72			
	Applied white and red font colour by using Fountain fill tool in CorelDRAW			
	Adjusted phone number at the bottom left corner on the banner			
Design the logo	Used brazier tool in CorelDRAW and two colour brushes are drawn in the logo and their colour is filled			
	Used brazier tool in CorelDRAW design colour plate according to Annexure-1			
	Added objects in the logo according to the logo design provided in Annexure-1			
	Inserted this logo at the top left corner of the banner			
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>			
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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	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	PCs	5
2	CorelDRAW 11	For each PC

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





ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 8

Version: 1

ANALYZE COST EFFECTIVE SOLUTION

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 ☐ Not Yet Competent ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM #

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Registration Number issued by Assessment Body _____

Gender

Male ☐ Female ☐ Transgender ☐

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

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DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: ANALYZE COST EFFECTIVE SOLUTION	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Combine two documents in a single document Set the size of the document Set orientation of the document page for printing 		
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 **20 minutes** timeframe:

Print the document according to the following instructions:

- Combine Annexure-1 and Annexure-2 in a single document and name it Annexure-3
- Set the size of Annexure-3
- Set the page size as Legal
- Apply margins "0.50"pt to left, "0.25"pt to right on Annexure-3
- Apply margins "2"pt to top and "2"pt to bottom on Annexure-3
- Adjust the orientation for printing of Annexure-3

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
1. Complete practical task of 'Analysing Cost Effective Solution' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Set the size of the document <ul style="list-style-type: none"> ✓ Combine Annexure-1 and Annexure-2 in a single document and name it Annexure-3 ✓ Apply margins as per specifications • Adjust the orientation and apply the texture for printing of Annexure-3 <ul style="list-style-type: none"> ✓ Apply orientation of the document to landscape ✓ Apply texture on one of the shapes ✓ Use print command to printout the document • 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
2. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

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 'Analysing Cost Effective Solution' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Set the size of the document	Combined Annexure-1 and Annexure-2 in a single document and named it Annexure-3 Applied margins as per specifications			
Adjust the orientation and apply the texture for printing of Annexure-3	Applied orientation of the document to landscape Applied texture on one of the shapes Used print command to print the document			
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>			
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4

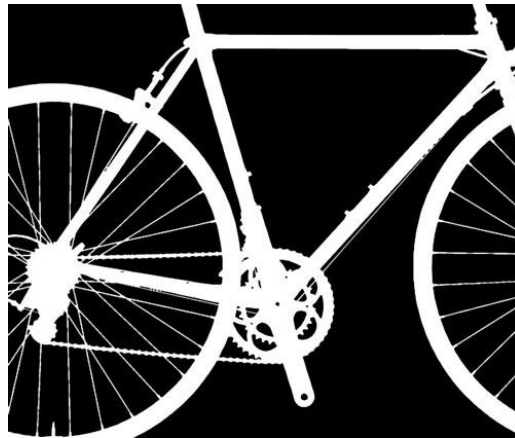
LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	PCs	5
2	Colour printer	1

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

Shapes defined by objects are positive shapes (space). Shapes defined around objects are negative shapes (space). The relationships between the positive and negative shapes help the brain of our viewers understand what they are seeing. Our brains are even capable of making sense of complex relationships between positive and negative shape.



Negative and Positive Space

A shape is a self-contained defined area of geometric or organic form. A shape is created when a line is enclosed. Shapes have two dimensions, length and width, and can be geometric or free-form. In painting the design basically a planned arrangement of shapes in a work of art.

All the shapes are divided into two categories

Geometric Shapes

Geometric shapes or regular shapes are easy to recognize. Math can be used to find information about these shapes and these shapes generally have a specific name associated with them. Examples



include: circle, triangle, square, and trapezoid.



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 18

Version: 1

EDIT PHOTOS AND DEVELOP GRAPHICS

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

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor's Name

Assessor's Code

Assessor's Signature

Date

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male

☐

Female

☐

Transgender

☐

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

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1. DATE

FORM

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2. DATE ENTERED INTO

DATABASE:

DD	MM	YYYY							

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: EDIT PHOTOS AND DEVELOP GRAPHICS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Scan and edit photo Colour saturation 		
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"> Provide verified evidence of the edited photos 		

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 **one & half hours** timeframe:

- Scan the photo given in Annexure-1
- Edit the photo 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
1. Complete practical task of 'Editing Photos and Developing Graphics' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Scan the photo given in Annexure-1 <ul style="list-style-type: none"> ✓ Set the page correctly in the scanner ✓ Take a preview of the document before scanning ✓ Start scanning the photo ✓ Save the document on desktop ✓ Apply cropping on the object as per requirement • Edit the photo given in Annexure-1 <ul style="list-style-type: none"> ✓ Apply coloured pencil filter on the object ✓ Apply cut-out on the object ✓ Apply dry brush on the object ✓ Apply film grain on the object ✓ Apply fresco on the object ✓ Apply neon glow on the object ✓ Apply paint daubs on the object ✓ Apply plastic wrap on the object • 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
2. Other requirements	<ul style="list-style-type: none"> • Provide verified evidence of the edited photos

3. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.
---	---

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 'Editing Photos and Developing Graphics' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Scan the photo given in Annexure-1	Set the page correctly in the scanner			
	Took a preview of the document before scanning			
	Started the scan of the photo			
	Saved the document on desktop			
	Applied cropping on the object as per requirement			
Edit the photo given in Annexure-1	Applied coloured pencil filter on the object			
	Applied cut-out on the object			
	Applied dry brush on the object			
	Applied film grain on the object			
	Applied fresco on the object			
	Applied neon glow on the object			
	Applied paint daubs on the object			
	Applied plastic wrap on the object			
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			
2. Other requirements	Provided verified evidence of the edited photos			

<p>3. 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>			
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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	5
2	Colour printer	1
3	Scanner	1
4	Adobe Photoshop CS5	On each PC
5	Adobe Illustrator CS5	On each PC
6	CorelDRAW 12	On each PC

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement
2	CD/DVD	5





ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 6

Version: 1

PREPARE PRE-PRESS JOB

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 ☐ Not Yet Competent ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male ☐

Female ☐

Transgender ☐

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 *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

NAVTTTC OFFICE ONLY

1. DATE

FORM

RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO

DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE PRE-PRESS JOB	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Prepare and print images 		
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 **one hour** timeframe:

- Prepare and print an image according to the following instructions:
 - ✓ Select an image from the computer like provided in Annexure-1
 - ✓ Set bleed to 8.5" x 11" sheet
 - ✓ Set margins to 5.7 mm to top and 5.5 mm to bottom
 - ✓ Set gutter 4.320 mm
 - ✓ Set slug 0.5 in
 - ✓ Apply cropping marks and registration marks on the selected image
 - ✓ Prepare and publish artwork of that image

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
1. Complete practical task of 'Preparing Pre-Press Job' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Set bleed, margins, gutter and slug for cropping on a document <ul style="list-style-type: none"> ✓ Use bleed to extend the image background as per requirement ✓ Apply margins as per specifications ✓ Apply gutter settings as per specifications ✓ Use slug as per specifications • Apply cropping marks and registration marks <ul style="list-style-type: none"> ✓ Crop marks used for printing ✓ Trim marks used for printing • Set printing plates and document size <ul style="list-style-type: none"> ✓ Use ruler to indent the text, graphics or any other object ✓ Check document size, paper size and printing plate • Prepare and publish artwork <ul style="list-style-type: none"> ✓ Save artwork on CD/DVD or any other storage media ✓ Select formats for publishing artwork like .tif, .gif, .pdf ✓ Prepare CD or DVD of that artwork for publishing ✓ Publish the artwork • 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

2. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.
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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 'Preparing Pre-Press Job' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Set bleed, margins, gutter and slug for cropping on a document	Used bleed to extend the image background as per requirement			
	Applied margins as per specifications			
	Applied gutter settings as per specifications			
	Used slug as per specifications			
Apply cropping marks and registration marks	Cropped marks used for printing			
	Trimmed marks used for printing			
Set printing plates and document size	Used ruler to indent the text, graphics or any other object			
	Checked document size, paper size and printing plate			
Prepare and publish artwork	Saved artwork on CD/DVD or any other storage media			
	Selected formats for publishing artwork like .tif, .gif, .pdf			
	Prepared CD or DVD of that artwork for publishing			
	Published the artwork			
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>			
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4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

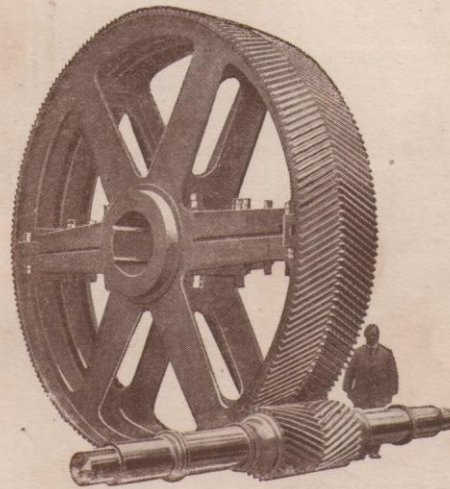
INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	PCs	5
2	Colour printer	1
3	USB flash drives	5

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement
2	Legal size pages	As per requirement
3	CD/DVD	5
4	Samples of Annexure -1	5

THE WONDER BOOK OF ENGINEERING WONDERS

"Man is a tool-making animal."
DR. JOHNSON.



*WITH TWELVE COLOUR PLATES
AND 300 ILLUSTRATIONS*

EDITED BY HARRY GOLDING

SECOND EDITION—REVISED

WARD, LOCK & CO., LIMITED
LONDON AND MELBOURNE



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 7

Version: 1

MAINTAIN SOFTWARE AND HARDWARE

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

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor's Name

Assessor's Code

Assessor's Signature

Date

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male

☐

Female

☐

Transgender

☐

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

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1. DATE

FORM RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN SOFTWARE AND HARDWARE	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Prepare computer to install graphics software 		
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 **four hour** timeframe:

- Install Windows 7 Professional/Ultimate in PC
- Install Adobe Photoshop CS5 in PC
- Install CorelDRAW 12 in PC

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
1. Complete practical task of 'Maintaining Software and Hardware' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Check system requirements/hardware specifications <ul style="list-style-type: none"> ✓ Check hardware specifications to install Operating System and graphics software as per hardware specifications ✓ Insert installation source to boot the system for new installation ✓ Select USB/DVD as first boot source to initialize the installation • Install Windows 7 Professional/Ultimate edition in PC <ul style="list-style-type: none"> ✓ Choose the partition 1 to install the Operating System ✓ Select the Professional/Ultimate x86/x64 bit option to install ✓ Select regional language to set the language for PC ✓ Enter product key to validate the product • Install Adobe Photoshop CS5 in computer <ul style="list-style-type: none"> ✓ Insert USB/CD/DVD to initialize Adobe Photoshop CS5 installation ✓ Select typical/custom option to proceed installation ✓ Enter product key to validate the product • Install CorelDRAW 12 in PC <ul style="list-style-type: none"> ✓ Insert USB/CD/DVD to initialize CorelDRAW 12 installation ✓ Select typical/custom option to proceed installation ✓ Enter product key to validate the product • 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
2. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.

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 'Maintaining Software and Hardware' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Check system requirements/hardware specifications	Checked hardware specifications to install Operating System and graphics software as per hardware specifications			
	Inserted installation source to boot the system for new installation			
	Selected USB/DVD as first boot source to initialize the installation			
Install Windows 7 Professional/Ultimate edition in PC	Choose the partition 1 to install the Operating System			
	Selected the Professional/Ultimate x86/x64 bit option to install			
	Selected regional language to set the language for PC			
	Entered product key to validate the product			
Install Adobe Photoshop CS5 in computer	Inserted USB/CD/DVD to initialize Adobe Photoshop CS5 installation			
	Selected typical/custom option to proceed installation			
	Entered product key to validate the product			
Install CorelDRAW 12 in PC	Inserted USB/CD/DVD to initialize CorelDRAW 12 installation			
	Selected typical/custom option to proceed installation			
	Entered product key to validate the product			
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>			
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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 following configuration: <ul style="list-style-type: none"> Core 2 Duo or higher RAM 2GB or higher Hard disk 80GB or higher 	5
2	Licensed Graphics Software <ul style="list-style-type: none"> Adobe Photoshop CS5 CorelDRAW 12 	For each PC
3	USB	5

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	CD/DVD	5



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

CS Code:

Level: 2

Credit: 6

Version: 1

COMMUNICATE WITH OTHERS

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 ☐ Not Yet Competent ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male ☐

Female ☐

Transgender ☐

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

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2. DATE ENTERED INTO DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COMMUNICATE WITH OTHERS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Apply different communication skills to facilitate and satisfy the customer 		
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 **thirty minutes** timeframe:

- Perform a "Role Play" between salesperson and a customer and apply different communication skills to facilitate and satisfy the customer

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
1. Complete practical task of 'Communicating with Others' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Perform a "Role Play" between salesperson and a customer and apply different communication skills to facilitate and satisfy the customer: • Communication skills <ul style="list-style-type: none"> ✓ Speak softly while communicating with customer ✓ Use understandable and simple, clear words with the customer ✓ Make sure that voice should be clear and pitch should be medium ✓ Negotiate with customer in positive behaviour • Behaviour and Gesture <ul style="list-style-type: none"> ✓ Deal customer in respective way ✓ Speak fairly with customer and without twisting the words ✓ Listen to the customer with patience ✓ Show confidence about your product • Eye contact and facial expression <ul style="list-style-type: none"> ✓ Make eye contact with the customer to face his questions ✓ Pay attention and focus on the customer queries during the dealings ✓ Listen to the customer with concentration and reply him properly • Proper presentation material like product portfolio <ul style="list-style-type: none"> ✓ Provide the available samples in different colours and size • Technical skills <ul style="list-style-type: none"> ✓ Use the product knowledge and demonstrate that "how to deal with customer" • 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

2. Answer any questions your assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application.
---	---

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 'Communicating with Others' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Perform a "Role Play" between salesperson and a customer and apply different communication skills to facilitate and satisfy the customer:	Spoke softly while communicating with customer			
	Used understandable and simple, clear words with the customer			
	Made sure that voice should be clear and pitch should be medium			
	Negotiated with customer in positive behaviour			
Communication skills				
Behaviour and Gesture	Dealt customer in respective way			
	Spoke fairly with customer and without twisting the words			
	Listened to the customer with patience			
	Showed confidence about your product			
Eye contact and facial expression	Made eye contact with the customer to face his questions			
	Paid attention and focus on the customer queries during the dealings			
	Listened to the customer with concentration and replied him properly			
Proper presentation material like product portfolio	Provided the available samples in different colours and size			
Technical skills	Used the product knowledge and demonstrated that "how to deal with customer"			
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			

2. Answer any questions the assessor may have during the practical assessment

Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.

Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.

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	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Computer	Computer
2	Projector	Projector
3	Printer	Printer

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



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

Graphics Design (Print Media)

Qualification Code:

Level: 2

Credit: 80

Version: 1

GRAPHICS DESIGN (PRINT MEDIA)

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 ☐ Not Yet Competent ☐

Assessment ☐ Re-Assessment ☐

Assessor's Name _____ Assessor's Code _____

Assessor's Signature _____ Date _____

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body

Gender

Male ☐

Female ☐

Transgender ☐

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

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1. DATE FORM RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: GRAPHICS DESIGN (PRINT MEDIA)	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Develop familiarization with terminologies & tools Develop design concepts Analyse cost effective solution Edit photos and develop graphics Prepare pre-press job Perform software/hardware maintenance Communicate with others 		
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 		

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 **four hours** timeframe:

Design pan flex of Size 5 x 10 feet for Government Institute of Information Technology with the following information.
Design template attached in Annexure-1

- Institute Name: Government Institute of Information technology
- Admission Spring 2015
- Diploma Program
 - ✓ DIT
 - ✓ DCHNE
 - ✓ DOM
 - ✓ DCO
- Short Courses
 - ✓ Computer Graphics Designing
 - ✓ CCA
 - ✓ Spoken English
 - ✓ Hardware Technician
 - ✓ Call Centre
 - ✓ AutoCAD
- Last Date of Admission
 - ✓ 15 September 2015
 - ✓ Class Starts: 21 September
- Tuition Fees
 - ✓ DIT : 5400/-
 - ✓ DCHNE : 5400/-
 - ✓ DOM/DCO : 4600/-
 - ✓ CCA/Hardware Technician : 3030/-
 - ✓ Spoken : 3400/-
- Tuition Fee Waiver
 - ✓ 50% fee Concession for Brother/sister
 - ✓ Fee Concession belongs to Poor Family
- Institute Picture and Logo Attached in Annexure-2
- Institute Logo and TEVTA logo Attached in Annexure-3
- Institute Logo should be mentioned top left corner and TEVTA Logo top right corner of the flex
- Contact
 - ✓ Address: Government Institute of Information Technology, Kohati Bazar , Rawalpindi
 - ✓ Phone Number : 051-5761270-1
 - ✓ Web: www.giitrwp.edu.pk

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
1. Complete practical task of 'Graphics Design (Print Media)' under observation by an assessor	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Design pan flex of Size "5 x 10" feet for Government Institute of Information Technology with the following criteria: <ul style="list-style-type: none"> ✓ Scan the attached Logo to redesign it in Adobe Illustrator CS5 ✓ Scan and edit the attached design to redesign the Ad as per requirement ✓ Apply size for pan flex as per requirement of the Ad ✓ Apply Logo Resolution : 1000DPI to maintain the quality of an image ✓ Use Serif Font for heading to visualize the font effectively ✓ Use Sans Serif Font for short description to visualize the font effectively ✓ Apply Institute logo at top left corner while TEVTA logo at top right corner of the Flex ✓ Use gradient in background to give different perspectives to objects in design ✓ Apply texture effect to an object ✓ Apply Colour Theory to an object and text ✓ Apply Typography to define font family ✓ Provide a colour print to validate visualization • 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
2. Answer any questions your assessor may have during the practical assessment	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

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 'Graphics Design (Print Media)' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Design pan flex of Size "5 x 10" feet for Government Institute of Information Technology with the following criteria:	Scanned the attached Logo to redesign it in Adobe Illustrator CS5			
	Scanned and edited the attached design to redesign the Ad as per requirement			
	Applied size for pan flex as per requirement of the Ad			
	Applied Logo Resolution : 1000DPI to maintain the quality of an image			
	Used Serif Font for heading to visualize the font effectively			
	Used Sans Serif Font for short description to visualize the font effectively			
	Apply Institute logo at top left corner while TEVTA logo at top right corner of the Flex			
	Used gradient in background to give different perspectives to objects in design			
	Applied texture effect to an object			
	Applied Colour Theory to an object and text			
	Applied Typography to define font family			
	Provided a colour print to validate visualization			
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>			
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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	<p>This task will be performed in real time environment.</p>

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	PCs	5
2	Colour printer	1
3	<p>Licensed Graphics Software:</p> <ul style="list-style-type: none"> Adobe Photoshop CS5 Adobe Illustrator CS5 Adobe InDesign CS5 CorelDRAW 12 	For each PC

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

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25 September 2012

Class Starts :
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- B.Sc. in ETE

Tuition Fee Waiver

- 10% - 50% for meritorious students*
- 10% for female students
- 25% for brother / sister, husband / wife
- 15% for tribal students
- 25% for physically disabled / acid victims

*Conditions apply

Admission Office - House # 26, Road # 5, Dhanmondi, Dhaka-1205, Phone: 9671912, 9671925, Mobile: 0174 1300002, 0182 3660833
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