

NAHID



Competency Assessment Tool

National Certificate in Web Design and Development for Freelancing (ICT Sector) - Level-3

Candidate Name:	
Registration No.:	
Assessment Center:	
Assessor Name:	

CANDIDATE'S COPY (Please present this form when you claim your NC/SOA)
COMPETENCY ASSESSMENT RESULTS SUMMARY

Candidate Name:		Registration No.
Assessor Name:		
Title of Qualification	Web Design & Development for Freelancing, Level 3	
Assessment Centre:		Date of Assessment:

The performance of the candidate in the following unit(s) of competency and corresponding assessment methods

Units of Competency	Assessment Events					
	Written Test		Demonstration		Oral Questioning	
	S	NS	S	NS	S	NS
GU004L2V1	Work in a self-directed team					
GU005L2V1	Carry out workplace interaction in English					
GU013L3V1	Carry out communication with clients					
SUICT002L2V1	Operate office application software					
SUICT004L3V1	Comply to ethical standards in ICT workplace					
OUWDF001L3V1	Setup web design environment					
OUWDF002L3V1	Create and edit website using HTML					
OUWDF003L3V1	Use image editing software					
OUWDF004L3V1	Design styles with CSS and CSS framework					
OUWDF005L3V1	Develop website using JavaScript					

Note 1: For written test Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency.

Note 2: Satisfactory Performance shall only be given to candidate who demonstrated successfully all the competencies identified in the above-named Qualification/Cluster of Units of Competency.

Note 3: For oral questioning Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency

Recommendation	<input type="checkbox"/> For issuance of NC/SOA (Indicate title/s of SOA, if Full Qualification is not met)	<input type="checkbox"/> For submission of Additional documents Specify:	<input type="checkbox"/> For re-assessment (pls. specify)
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Did the candidate overall performance meet the required evidence/standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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OVERALL EVALUATION	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
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General Comments [Strengths/Improvements needed]		
Candidate signature:	Date:	
Assessor signature:	Date:	
Attested by(Representative of NSDA):	Name and Signature	Date:
Assessment Centre Manager signature	Date:	

WEB DESIGN AND DEVELOPMENT FOR FREELANCER, LEVEL-3

1.1 SELF-ASSESSMENT GUIDE

Qualification:	Web design and Development for freelancer, Level 3	
Candidate's Name		
Application SL no/Reg no/ID no		
Instruction: <ul style="list-style-type: none"> • Read each of the questions under each unit of competency in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 		
Have I performed? unit of competency: Work in A Self-Directed Team		YES NO
<ul style="list-style-type: none"> • Identify Team goals and processes are identified • Roles and responsibilities of team members are identified • Relationships within team and with other work areas are identified • Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives • Formal and informal forms of communication are used effectively to support team achievement • Diversity is respected and valued in team functioning. • Views and opinions of other team members are understood and reflected accurately • Workplace staff regulation is used correctly to assist communication • Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team • Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures • Team members support other members as required to ensure team achieves goals and requirements • Agreed reporting lines are followed using standard operating procedures • Current and potential problems faced by team are identified • Procedures for avoiding and managing problems are identified • Problems are solved effectively and in a manner that supports the team 		
Unit of competency: Carryout Workplace Interaction in English		
<ul style="list-style-type: none"> • Workplace code of conducts are interpreted as per organizational guidelines • Appropriate lines of communication are maintained with supervisors and colleagues • Workplace interactions are conducted in a courteous manner to gather and convey information • Questions about routine workplace procedures and matters are asked and responded as required • Workplace documents are interpreted as per standard. • Assistance is taken to aid comprehension when required from peers/supervisors • Visual information/ symbols/signage's are understood and followed • Specific and relevant information are accessed from appropriate sources • Appropriate medium is used to transfer information and ideas • Team meetings are attended on time and followed meeting procedures and etiquette • Own opinions are expressed and listened to those of others without interruption 		

● Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes		
● Responsibilities as a team member are demonstrated and kept promises and commitments made to others		
● Tasks are performed in accordance with workplace procedures		
● Confidentiality is respected and maintained		
● Situations and actions considered inappropriate or which present a conflict of interest are avoided		
unit of competency: Carryout Communication with Clients		
● Code of conduct of communication are interpreted as per working environment/platform		
● Manners and etiquette of communication is interpreted		
● Questions about routine working environment/platform procedures and matters are explained as required		
● Relevant documents are prepared for effective communication with work environment		
● Validated sources are identified as per client's requirements		
● Documents are validated by the authentic sources as per client's requirements		
● Documents are submitted as per standard procedure		
● Appropriate means/method/way of communication are maintained as per working environment/platform		
● Channels of communication are identified and followed		
● Communication is conducted in a courteous manner to gather and convey information		
● Appropriate non-verbal communication is used as required		
Operate Office Application Software		
● Safe workplace practices are observed according to IT workplace guideline		
● Peripherals are checked, connected and added with desktop computer/Laptop as per SOP		
● Desktop computer/Laptop is put on as per SOP		
● Computer desktop/laptop / GUI settings are arranged and customized as per requirement		
● Files and folders are manipulated as per requirement		
● Properties of files and folders are viewed and searched		
● Disks are defragmented, formatted as per requirement		
● Desktop computer/Laptop is Shutdown as per SOP		
● Installation requirements of software are identified and listed as required		
● Software sources and CD key/ password are assured		
● Appropriate software is collected and selected as per requirement		
● Software is installed with necessary customization as per installation Instructions		
● Correctness of Installation is checked and adjusted as required		
● Appropriate word processor is selected and started		
● Documents are created as per requirement in Personal use and office environment		
● Data, figures, pictures and other resources are inserted to document from web or other sources as required.		
● Documents are formatted as required		
● Document is saved in desired format and location		
● Document is printed as required		
● Spreadsheet applications are selected and started.		
● Worksheets are created as per requirement in		
● Personal use and office environment		
● Functions and formulas are used for calculating and editing logical operation		
● Sheets are formatted as per requirement		

● Charts are created using data as required		
● Charts/ Sheets are saved in desired format in and location		
● Appropriate presentation applications are selected and started		
● Presentation is created as per requirement in personal use and office environment		
● Image, Illustrations, text, table, symbols and media are entered as per requirements		
● Presentations are formatted and animated		
● Presentations are viewed and saved		
● Presentations are printed as required		
unit of competency: Comply to Ethical Standards in IT Workplace		
● Clients' requirements are identified		
● Confidentiality of information is maintained in accordance with workplace policies / organizational policies/national legislation		
● Potential conflicts of interest are identified and involved parties of potential conflicts are notified		
● Proprietary rights of client/customer are asserted		
● Products and services are provided according to the clients' requirements		
● Work is completed as per standards		
● Quality processes are implemented when developing products and services		
● Work processes are delivered as per standards		
● Skills, knowledge and qualifications are presented in a professional manner		
● Services and products developed by self and others are delivered as per workplace standard		
● Unbiased and objective information are provided to clients		
● Realistic estimates for time, cost and delivery of outputs are presented during negotiation		
● Workplace code of conduct are interpreted		
● Workplace code of conduct is followed		
unit of competency: Setup Web Design Environment		
● Client server architecture is identified		
● Types of network and their functionality are interpreted		
● Type of websites is categorized		
● Local Web server is installed and tested for functionality		
● Web browser is identified		
● Types of web browser is introduced		
● Web browser is installed and used		
● Features/options of different web browsers are outlined		
● Cross browser compatibility of websites is interpreted		
● Developer tools are identified and selected		
● Plug-in and extensions are installed and used as required		
● Web design software is interpreted		
● Web design platform is introduced		
● Web design software is familiarized		
● Data layer is defined		
● Data layer Applications are interpreted		
● Web API is introduced		
● Web server is identified		
● Local web server is defined		
● Web server is interpreted		
● Web server is identified		
● FTP client is interpreted		
● FTP client is installed		

unit of competency: Create and Edit Website Using HTML	
<ul style="list-style-type: none"> ● The purposes and intended audience of the website are identified as per client requirements ● The design requirements and constraints are identified ● A conceptual design is developed ● Necessary software is installed as per requirements ● Web layout is selected and collected as per client requirements ● Web layout is converted to HTML using Text editor ● Website is saved and executed ● The website is tested to ensure functionality and errors are corrected as per standard operating procedure ● The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements ● The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements 	
unit of competency: Use Image Editing Software	
<ul style="list-style-type: none"> ● Appropriate image editing software is selected as required ● Necessary plug-ins are installed and checks another requirement ● Image is opened in layer and be aware of legislation ● Layers are added to the image as required ● Format, color, brushes, effects and swatches are applied as required ● Optimized and previewing of Image is demonstrated ● Image is exported as required 	
unit of competency: Design Styles with CSS and CSS Framework	
<ul style="list-style-type: none"> ● The purpose and intended audience of the website are identified ● The design requirements and constraints are identified ● A conceptual design is developed ● Necessary software installed as per requirement ● The purpose and intended audience of the website are identified ● Web layout is selected as per design requirement ● Web layout is designed using CSS as per client's requirements ● HTML and CSS file is integrated as required ● Web site is saved and executed ● Framework is collected and configured with website ● HTML and CSS framework are integrated ● CSS framework is customized using CSS as per requirements ● Web site is saved and executed ● The website is tested to ensure functionality and errors are corrected as per standard operating procedure ● The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements ● The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements 	
unit of competency: Develop Website Using JavaScript	
<ul style="list-style-type: none"> ● The purpose and intended audience of the website are identified ● Functional requirements and constraints are identified ● Coding plan is developed as required ● Necessary software installed and functionality is checked ● JavaScript is coded as per functional requirements ● JavaScript files are integrated with website as per standard procedure 	

● JavaScript is executed to finalize the website		
● The website is tested to ensure functionality and errors are corrected as per standard operating procedure		
● The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements		
● The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements		
Candidate's Signature		Date:
Assessor's Signature		Date:

COMPETENCY ASSESSMENT AGREEMENT
 Web design and Development for freelancer, Level 3

Candidate's Name:		
Assessor's Name:		
Qualification/Units of Competency to be Assessed	GU004L2V1- Work in a self-directed team GU005L2V1-Carry out workplace interaction in English GU013L3V1- Carry out communication with clients SUICT002L2V1-Operate office application software SUICT004L3V1- Comply to ethical standards in ICT workplace OUWDF001L3V1-Setup web design environment OUWDF002L3V1-Create and edit website using HTML OUWDF003L3V1-Use image editing software OUWDF004L3V1Design styles with CSS and CSS framework OUWDF005L3V1-Develop website using JavaScript	
Candidate to answer the question:	Yes	No
<input type="checkbox"/> Have the context and purpose of assessment been explained		
<input type="checkbox"/> Have the qualification and units of competency been explained?		
<input type="checkbox"/> Have the Project-Based Assessment been explained?		
<input type="checkbox"/> Do you understand the assessment procedure and evidence to be collected?		
<input type="checkbox"/> Have your rights and appeal system been explained?		
<input type="checkbox"/> Have you discussed any special needs to be considered during assessment?		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor.		
Candidate's Signature:	Date:	
Assessor's Signature:	Date:	

Written Questions (1 hour)

Qualification	Web design and development for freelancer,Level-3
Assessor Name	
Assessment Center	
Unit of competency	GU004L3V1: Work in A Self-Directed Team GU005L2V1 Carry out workplace interaction in English GU013L3V1 Carry out communication with clients SUICT002L2V1 Operate office application software SUICT004L3V1 Comply to ethical standards in ICT workplace OUWDF001L3V1: Setup Web Design OUWDF002L3V1: Create and Edit Website Using HTML OUWDF003L3V1: Use Image Editing Software OUWDF004L3V1: Design Styles with CSS and CSS OUWDF005L3V1: Develop Website Using JavaScript
Instructions for the assessor:	
<ul style="list-style-type: none">• List the date and location of the assessment activity• Check for the satisfactory answer of the candidate	
Date of assessment:	
Location of the assessment activity:	

Instructions:

- Answer all the questions.
- You have one (1) hour to complete this test, but if you can finish it earlier, you may submit your answer script.
- This is a MULTIPLE-CHOICE and MATCHING QUESTIONS type test. Choose the correct or the best answer and write the letter that corresponds to your choice on the answer sheet beside the question number.

Test begins here

1. What are the most common communication channels used for effective communication?

2. What is meant by a website?

3. What is meant by Internet Protocol (IP address)?

Ans:

4. How does computer Hardware differ from software ?

Ans:

5. What is an interactive website?

Ans:

6. When does a web developer's personal computer will be called a local server?

Ans:

7. When does a web developer's personal computer will be called a local server?

Ans:

8. What is the function of FTP client?

Ans:

9. Write down the correct sequence of HTML tags for starting a webpage.

Ans:

10. Write the tag used for inserting the largest heading in HTML.

Ans:

11. Write the tag used for inserting a line-break in HTML.

Ans:

12. How you will create a hyperlink in HTML?

Ans:

13. What is meant by Cascading Style Sheets?

Ans:

14. Write the correct syntax for referring the external style sheet.

Ans:

15. Which color mode is used for printing ?

Ans:

16. Why A block statement is Used in Java script?

17. When interpreter encounters an empty statement, what it will do:

18. The "function" and " var" are known as:

19. Write the code in JavaScript for getting an output 1.

20. What will happen, if the following JavaScript code is executed?

Ans:

21. List the **data types** supported by JavaScript.

RATING SHEET FOR OPEN BOOK WRITTEN TEST

Candidate name:	
Assessor name:	
Qualification:	Web design and development for freelancer, Level 3
Units of Competencies to be observed	<p>GU004L3V1: Work in A Self-Directed Team GU005L2V1 Carry out workplace interaction in English GU013L3V1 Carry out communication with clients SUICT002L2V1 Operate office application software SUICT004L3V1 Comply to ethical standards in ICT workplace OUWDF001L3V1: Setup Web Design OUWDF002L3V1: Create and Edit Website Using HTML OUWDF003L3V1: Use Image Editing Software OUWDF004L3V1: Design Styles with CSS and CSS OUWDF005L3V1: Develop Website Using JavaScript</p>
Date of assessment:	
Time of assessment:	
Feedback to candidate:	
<p>The candidate's underpinning knowledge was:</p> <div style="display: flex; justify-content: space-around;"> Satisfactory → Not Satisfactory → </div>	

Assessor signature:	Date:
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4.2.2 Assessment Event 2 – (4 hour)

4.2.2.1 Demonstration with oral questioning

The candidate will demonstrate skills Convert raster to vector as per specification sheet.
The demonstration will be conducted in a simulated environment.

SPECIFIC INSTRUCTIONS FOR THE COMPETENCY ASSESSOR

1. Prepare the assessment venue for the conduct of assessment event 2. Simulated Work Area for the deliver CBT session and conduct competency based assessment.
2. Assessment is taken from the units of competency from the Competency Standard and on the Evidence Plan:
3. The demonstration will be undertaken in **1 hour**. Instruct the candidate that assessment will be undertaken while tasks are being performed. Refer to the "Specific Instruction for the Candidate" for the sequence of tasks for the candidate.
4. After the candidate has successfully performed the demonstration, you are to feedback the candidate about his/her performance.
5. The final assessment shall be your responsibility as the Accredited Assessor.
6. At the end of the assessment, you shall provide the candidate feedback on the assessment results. The feedback shall indicate whether the candidate is:



COMPETENT



NOT YET COMPETENT

Practical Demonstration

PRACTICAL DEMONSTRATION	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Web Design and Development for Freelancing, Level 3
Task:	Convert raster to vector as per specification sheet
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
<p>The candidate will demonstrate skills Convert raster to vector as per specification sheet. The demonstration will be conducted in a simulated environment.</p>	
SPECIFIC INSTRUCTIONS FOR THE COMPETENCY ASSESSOR	
<p>7. Prepare the assessment venue for the conduct of assessment event 2. Simulated Work Area for the deliver CBT session and conduct competency based assessment.</p>	
<p>8. Assessment is taken from the units of competency from the Competency Standard and on the Evidence Plan:</p>	
<p>9. The demonstration will be undertaken in 1 hour. Instruct the candidate that assessment will be undertaken while tasks are being performed. Refer to the "Specific Instruction for the Candidate" for the sequence of tasks for the candidate.</p>	
<p>10. After the candidate has successfully performed the demonstration, you are to feedback the candidate about his/her performance.</p>	
<p>11. The final assessment shall be your responsibility as the Accredited Assessor.</p>	
<p>12. At the end of the assessment, you shall provide the candidate feedback on the assessment results. The feedback shall indicate whether the candidate is:</p>	
<input type="checkbox"/>	COMPETENT
<input type="checkbox"/>	NOT YET COMPETENT

Assessment Event 2

Specification Sheet 1

Job Title: Create a website for “Catering Service” using HTML, CSS & JavaScript.

Conditions:

1. Work must be carried out in a safe manner and according to coding standards
 2. Open-source resources can be used
 3. Written code must be clean & errors free

Equipment:

- ## 1. Personal computer /laptop

Software : Web browser and Text editor

Sample work Schedule:

Requirements of website:

1. 4 Page website
1. Homepage Page:
 - a. Banner (Full wide)
 - b. 4 items food menu (Food Picture & Details)
 - c. Customers feedback
 - d. Gallery (Minimum 6 items)
2. About us Page:
 - a. Staff profile with text (3 Staff)
 - b. About company with images.
3. Contact us Page:
 - a. Contact form
 - b. Contact Information (Address, Email, Phone number)
4. FAQ Page:
 - a. Beautiful Collapsible 5 question & answer using JavaScript
2. Full container wide navigation menu with mouse hover effect
3. Confirmation popup window when submit the contact form
4. CSS framework
5. Unordered list of food items using CSS styles (Background color, Hover effect, Border, Radius, without using framework help)
6. External link with 'target' blank attribute
7. Current Date & Time using Javascript
8. Include External CSS & JavaScript file
9. Internal pages linking

Job Sheet 1

Job Title: Create a website for “Catering Service” using HTML, CSS & JavaScript.

Conditions:

1. Work must be carried out in a safe manner and according to coding standards
2. Open source resources can be used
3. Written code must be clean & errors free

Design Procedure:

1. Turn on computer
2. Prepare work schedule using Excel or Google Sheet
3. Install text editor, web browser, FTP client server
4. Install a local web server. Hints: XAMPP or any other
5. Create website directory inside the local web server
6. Create web pages inside created directory under local server in HTML format (Home page, About us page, Contact us page, FAQ Page)
7. Link external CSS & JavaScript file in every HTML page
8. Integrate CSS framework to HTML pages
9. Design the website pages
10. Create confirmation popup window message using JavaScript when submit the contact form
11. Using CSS & JavaScript make a collapsible FAQ section
12. Create an unordered list using CSS styles (Use background color, No list style, Hover effect, Border, Radius without using framework help)
13. Create an external link with ‘target’ blank attribute
14. Show Date & Time using JavaScript
15. Resize and use image as required
16. Link navigation menus with all created pages
17. Complete the website
18. Test and review the website as required
19. Submit the website to assessor as per instruction

Specification Sheet 2

Job Title: Create a website for “Training Institute” using HTML, CSS & JavaScript.

Conditions:

4. Work must be carried out in a safe manner and according to coding standards
 5. Open-source resources can be used
 6. Written code must be clean & errors free

Equipment:

- ## 1. Personal computer /laptop

Software : Web browser and Text editor

Sample work Schedule:

Requirements of website:

1. 4 Page website
5. Homepage Page:
 - a. Banner (Full wide)
 - b. Head of institute Image with details
 - c. Course details (Minimum 3 courses)
 - d. Student/Workshop Image Gallery (Minimum 6 items)
6. About us Page:
 - a. Staff profile with text (3 Staff)
 - b. About company with image.
7. Contact us Page:
 - a. Contact form
 - b. Contact Information (Address, Email, Phone number)
8. FAQ Page:
 - a. Beautiful Collapsible 5 question & answer using JavaScript
2. Full container wide navigation menu with mouse hover effect
3. Confirmation popup window when submit the contact form
4. CSS framework
5. Unordered list of courses using CSS styles (Background color, Hover effect, Border, Radius, without using framework help)
6. External link with 'target' blank attribute
7. Current Date & Time using Javascript
8. Include External CSS & JavaScript file
9. Internal pages linking

Job Sheet 2

Job Title: Create a website for "Educational Institute" using HTML, CSS & JavaScript.

Conditions:

4. Work must be carried out in a safe manner and according to coding standards
5. Open source resources can be used
6. Written code must be clean & errors free.

Design Procedure:

1. Turn on computer
2. Prepare work schedule using Excel or Google Sheet
3. Install text editor, web browser, FTP client server
4. Install a local web server. Hints: XAMPP or any other
5. Create website directory inside the local web server

6. Create web pages inside created directory under local server in HTML format (Home page, About us page, Contact us page, FAQ Page)
 7. Link external CSS & JavaScript file in every HTML page
 8. Integrate CSS framework to HTML pages
 9. Design the website pages
 10. Create confirmation popup window message using JavaScript when submit the contact form
 11. Using CSS & JavaScript make a collapsible FAQ section
 12. Create an unordered list using CSS styles (Use background color, No list style, Hover effect, Border, Radius without using framework help)
 13. Create an external link with 'target' blank attribute
 14. Show Date & Time using JavaScript
 15. Resize and use image as required
 16. Link navigation menus with all created pages
 17. Complete the website
 18. Test and review the website as required
 19. Submit the website to assessor as per instruction

Specification Sheet 3

Job Title: Create a website for “Musical Band” using HTML, CSS & JavaScript.

Conditions:

7. Work must be carried out in a safe manner and according to coding standards
 8. Open-source resources can be used
 9. Written code must be clean & errors free

Equipment:

- ## 1. Personal computer /laptop

Software : Web browser and Text editor

Sample work Schedule:

										i	n
1	Interpret client information										
2	Preparing working Schedule										
3	Preparing working environment										
4	Local server prepares										
6	Design home page										
7	Design about us page										
8	Design contact us page										
9	Design FAQ page										
10	Test website										

Requirements of website:

1. 4 Page website
9. Homepage Page:
 - a. Banner (Full wide)
 - b. Band details
 - c. Members profile
 - d. Fan's feedback
 - e. Gallery (Minimum 6 items)
10. About us Page:
 - a. Staff profile with text (3 Staff)
 - b. About company with image.
11. Contact us Page:
 - a. Contact form
 - b. Contact Information (Address, Email, Phone number)
12. FAQ Page:
 - a. Beautiful Collapsible 5 question & answer using JavaScript
2. Full container wide navigation menu with mouse hover effect
3. Confirmation popup window when submit the contact form
4. CSS framework

5. Unordered list band members using CSS styles (Background color, Hover effect, Border, Radius without using framework help)
6. External link with 'target' blank attribute
7. Current Date & Time using Javascript
8. Include External CSS & JavaScript file
9. Internal pages linking

Job Sheet 3

Job Title: Create a website for "Musical band" using HTML, CSS & JavaScript.

Conditions:

7. Work must be carried out in a safe manner and according to coding standards
8. Open source resources can be used
9. Written code must be clean & errors free.

Design Procedure:

1. Turn on computer
2. Prepare work schedule using Excel or Google Sheet
3. Install text editor, web browser, FTP client server
4. Install plugin as required
5. Install a local web server. Hints: XAMPP or any other
6. Create website directory inside the local web server
7. Create web pages inside created directory under local server in HTML format (Home page, About us page, Contact us page, FAQ Page)
8. Link external CSS & JavaScript file in every HTML page
9. Integrate CSS framework to HTML pages
10. Design the website pages
10. Create confirmation popup window message using JavaScript when submit the contact form
11. Using CSS & JavaScript make a collapsible FAQ section
12. Create an unordered list using CSS styles (Use background color, No list style, Hover effect, Border, Radius without using framework help)
13. Create an external link with 'target' blank attribute
14. Show Date & Time using JavaScript
15. Resize and use image as required
16. Link navigation menus with all created pages
17. Complete the website
18. Test and review the website as required
19. Submit the website to assessor as per instruction

RATING SHEET FOR DEMONSTRATION

Candidate name:			
Assessor name:			
Qualification:	Web design and development for freelancer, Level 3		
Units of Competencies to be observed	SUICT002L2V1 Operate office application software SUICT004L3V1 Comply to ethical standards in ICT workplace OUWDF001L3V1: Setup Web Design Environment OUWDF002L3V1: Create and Edit Website Using HTML OUWDF003L3V1: Use Image Editing Software OUWDF004L3V1: Design Styles with CSS and CSS OUWDF005L3V1: Develop Website Using JavaScript		
Date of assessment:			
Instructions <p>Please ensure that the candidate read the specific instruction for the candidate.</p>			
During the demonstration of skills, did the candidate:		Please check (<input type="checkbox"/>) to show if evidence is demonstrated	
		Yes	No
Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures			
Agreed reporting lines are followed using standard operating procedures			
Local Web server is installed and tested for functionality			
Web browser is installed and used			
Plug-in and extensions are installed and used as required			
FTP client is installed			
A conceptual design is developed			
Necessary software is installed as per requirements			
Web layout is selected and collected as per client requirements			
Web layout is converted to HTML using Text editor			
Layers are added to the image as required			
Format, color, brushes, effects and swatches are applied as required			

Optimized and previewing of Image is demonstrated			
Image is exported as required			
Web layout is designed using CSS as per client's requirements			
HTML and CSS file is integrated as required			
Framework is collected and configured with website			
CSS framework are integrated			
CSS framework is customized using CSS as per requirements			
JavaScript is coded as per functional requirements			
JavaScript files are integrated with website as per standard procedure			
JavaScript is executed to finalize the website			
The website is tested to ensure functionality and errors are corrected as per standard operating procedure			
The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements			
The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements			

Feedback to candidate:

The candidate's overall Response was:

Satisfactory

Not Satisfactory

Candidate's signature:

Date:

Assessor's signature:

Date:

QUESTIONS FOR DEMONSTRATION/OBSERVATION

Questions to probe the candidate's underpinning knowledge	Satisfactory response	
	Yes	No
Suppose you are talking with your client's zoom platform, share your experience in English with your client. Probable ans:		
Describe the process in English to get a job at a freelancing marketplace. Probable ans:		
How do you ensure your client's approval? Probable ans:		
What will happen if you don't read the installation instructions, terms and conditions before installing the software? Probable ans: Who will have the design rights after delivering the final product?		
Probable ans: What will happen if you share a client's confidential information with a third-party? Probable ans: How will you ensure that you are providing unbiased information to your clients?		
Probable ans: What will happen if you cannot maintain a courteous manner while communicating with a client? Probable ans:		
What would happen if you don't actively participate in your team meeting? Probable ans:		

What would happen if your communication with your teammates is not clear? Probable ans:		
What will you do if you face a hard drive crash issue during a project? Probable ans:		
How do you avoid the risk of losing files due to a hard drive crash? Probable ans:		
Do all HTML tags come in a pair?		
How do you insert a comment in HTML?		
How do you insert a copyright symbol on a browser page?		
How do you create link or hyperlink one page to another (using which tag)?		
Why <iframe> is used?		
What is the correct HTML element for inserting a line break?		
Why do we use Unicode (UTF-8) Reference?		

How can comments be added in CSS?		
How many Ways to Insert CSS		
Where in an HTML document is the correct place to refer to an external style sheet?		
Which HTML tag is used to define an internal style sheet?		
Which HTML attribute is used to define inline styles?		
Which CSS property do we use text-size or font-size?		
How do you display hyperlinks without an underline?		
How do you make each word in a text start with a capital letter?		
How do you select an element with id 'demo'?		
How do you select an element with class 'demo'?		

What is the correct attribute that should be used for external JS?		
What is the correct place to insert JavaScript?		
How do you write "Hello World" in an alert box?		
How to write an IF statement for executing some code if "i" is NOT equal to 5?		
What is the correct way to write a JavaScript array?		
What is the Difference between " == " and " === " operators.		
How can you add a comment in JavaScript?		
What is the purpose of using window.open() function?		
What is the difference between Java & Javascript?		
Which operator is used to assign a value to a variable?		
How do you create a function in JavaScript?		

Is it possible to declare variables using special characters or numbers at the beginning?

What will the following code return: Boolean(10 > 9)

Is JavaScript case-sensitive?

Is it possible to change CSS values using JavaScript?

Feedback to candidate:

The candidate's overall Response was:

Satisfactory

Not Satisfactory

Candidate's signature:

Date:

Assessor's signature:

Date: