

Learning Assessment Guide

Unit Standard 15167 – Version 4

Create individual web pages as a basis of a website

Level 2 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Demonstrate knowledge needed to create a single web page.
- Create text for a home page.
- Add links to create a web.

This assessment guide is made up of:

- Tasks for you to complete.
- Observation checklist that the approved observer or assessor will use to record your performance.
- Manager/Team Leader Verification Form if required.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. Hypertext Markup Language (HTML) is the underlying language of web pages. People seeking credit for this unit standard must be able to demonstrate use of it at the level required to create an individual web page.
2. The credit value of this unit standard is based on a person having the prior knowledge and skills to operate a personal computer.
3. Most browsers allow a page to be directly opened as a file and uploading will not usually be necessary in order to preview the page and its links.
4. Glossary
A *simple text editor* is a programme which allows text to be typed in and saved in its native form.

Assessment Task One – Element 1

Introduction

This assessment activity is designed to assess your ability to demonstrate knowledge needed to create a single web page.

Instructions

- Answer the questions on the following pages. You may answer on the question sheet in writing or answer orally. If you choose to answer orally your assessor will make a note of your answers.
- Your assessor may choose to ask you further questions for the purpose of clarification or to gain further evidence.

The completed assessment for task one will include:

- Answers to questions.
- Assessor's notes where relevant.

Questionnaire

(for use by the learner)

Name of Learner:	
Date	

Question One

Describe how the World Wide Web works. You may wish to draw a diagram. Be sure to include the following components:

Computer, Internet, Pages, Server, Client, Browser

Question Two

- a) Name the parts of the following URL: www.abc123.co.nz

- b) What type of organisation is the following: www.xyz.ac.nz

- c) What type of organisation is this and what country is it in: www.bbb.gov.uk

Question Three

Describe how each of the following interact with web pages in terms of how you operate them:

a) Browsers

b) Search Engines

Question Four

a) What is meant by HTML standards?

b) Why is it important to have an up-to-date browser?

c) How can using plug-ins help you to view a web page?

Question Five

Name at least three differences between the Internet and an intranet and extranet in terms of their applications and use.

Question Six

a) Name three factors that could enhance the visual presentation of a page on a web site.

b) Name two factors that could detract from the visual presentation of a page on a web site.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to create text for a home page. One page of plain text is required using HTML.

Instructions

- For this task you must create a home page using a simple text editor and HTML tags. This may be done as part of your work. If you have not been asked to design a page, use your organisation as an example and design a home page for them.
- If you have already created a web page show this, and the HTML code, to your assessor. You must obtain verification from your Manager or Team Leader that it was created using a text editor, and not using a WYSIWYG web design application. A Verification Form is attached for this purpose.
- Whether it is a new page or an existing page, your home page must include the following elements:
 - The following HTML tags used as required by the page designer:
 - <HTML>
 - <HEAD>
 - <BODY>
 - <TITLE>
 - metadata tags eg <AUTHOR>, <KEYWORDS>
 - layout tags, including <P>,
, , , <DL>, <HR>
 - The page title must reflect the purpose and content of the page, and assist people using search engines.
 - The document must be saved to a file.
 - The page must be opened within a browser to be previewed straight from the file.
 - Text is must be previewed and edited within the browser until it meets the requirements of the page designer.
 - Print the HTML and the browser view of the page.
- Your assessor or someone nominated by them will observe you creating and editing the page to verify that this is your own work. Arrange a suitable time for this to take place.

The completed assessment for task two will include:

- Hard copy of HTML code of page and browser view of page.
- Observation Checklist.
- Verification form if required.

Observation Checklist

(for use by assessor or approved observer)

Name of Learner:	
Name of observer assessor:	
Date and Time observation took place.	

Please indicate if the learner has met the criteria. Use the space to add comment for feedback to the learner and for moderation purposes.

Observed that the learner:	Observer comments	Yes / No
Learner has created the page using HTML and a simple text editor.		
Learner has opened the page in a browser.		
Learner has edited the page from within the browser.		

Assessor / Observer:

Signature:

Date of observation:

Assessment Task Three – Element 3

Introduction

Assessment task three is designed to assess your ability to add links to create a web page.

Instructions

- Add at least three further pages of text about your organisation. For example you may want to do a contact details page, an about us page and a services provided page.
- You must use `` to link from your home page to your new pages.
- You must also use the above tag to link to an existing web page at an existing website.
- You must test your links to ensure they are operational.
- Print out the HTML and the pages as viewed from a browser.
- If you have already created the above types of links in a previous web site, please show the site and a print out of the HTML to your assessor. You must obtain verification from your Manager or Team Leader that it was created using a text editor, and not using a WYSIWYG web design application. A Verification Form is attached for this purpose.

The completed assessment for task three will include:

- Hard copy of the web pages.
- Verification Form if required.

Manager's Verification Form

(to be completed by Manager or supervisor)

_____ (name of learner) is currently being assessed toward Unit Standard 15167 'Create individual web pages as the basis of a web site.'

Your knowledge of the learner is sought to confirm she/he has created a simple website using a text editor and HTML and edited it from within the browser.

The learner must also have added links to other pages.

Comments (if required):

Your signature below confirms that the learner has successfully created web pages as the basis of a site. The assessor may contact you to discuss the learner's performance.

Name of Verifier: _____

Position: _____

Contact phone: _____

Signature: _____

Date: _____

Thank you for your assistance.

Assessment Guide

The following guide will be used to assess your competence for unit standard 15167: Create individual web pages as a basis of a website.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>Learner must respond to a set of questions concerning HTML and the World Wide Web.</p>	<p>Written answers or assessor's notes of answers.</p>	<p>WWW described in terms of how it operates. Must include:</p> <ul style="list-style-type: none"> • computer • internet • pages • server • client • browser. <p>Location of a web page described through URL.</p> <p>Learner describes how browsers and search engines interact with web pages.</p> <p>Capabilities of browsers described including HTML standards, browser version and plug-ins.</p> <p>The learner describes how the internet differs from an intranet or extranet, including applications and uses.</p> <p>The learner describes factors effecting the presentation of pages on a website in terms of positive and negative considerations. At least five factors must be identified which relate to the visual appearance of the page.</p>
<p><i>Task 2 / Element 2</i></p> <p>Learner must create a web page using a simple text editor.</p>	<p>Hard copy of page and HTML.</p> <p>Verification Form if required.</p> <p>Observation Checklist.</p>	<p>Text must be entered in a simple text editor such as notepad.</p> <p><HTML>, <HEAD>, and <BODY> tags must be used to meet page requirements.</p> <p>The title of the page reflects the purpose and content, and be of help to search engines.</p> <p><TITLE> tag must be used and title entered.</p>

Task / Element	Evidence required	Judgement
		<p>Other metadata tags are entered as required by the page designer to assist search engines, e.g. <AUTHOR>, <KEYWORDS>.</p> <p>HTML layout tags are used in accordance with the page designer's requirements. Must include at least: <P>,
, , , <DL>, <HR>.</p> <p>Document is saved to a file.</p> <p>Page is opened with the browser for viewing.</p> <p>Page is previewed, edited and saved within the browser until it meets the designer's requirements.</p>
<p><i>Task 3 / Element 3</i></p> <p>The learner must create additional pages and add links. At least three additional pages are required,</p>	<p>Hard copy of pages and HTML.</p> <p>Verification Form if required.</p>	<p>At least three further pages of text are created.</p> <p>Links from the home page to the new pages are created using .</p> <p>Links from at least one page to an existing web page at an existing website are created using .</p> <p>Links are tested and confirmed as operational.</p>