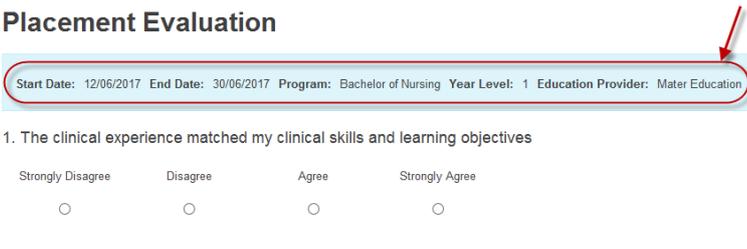
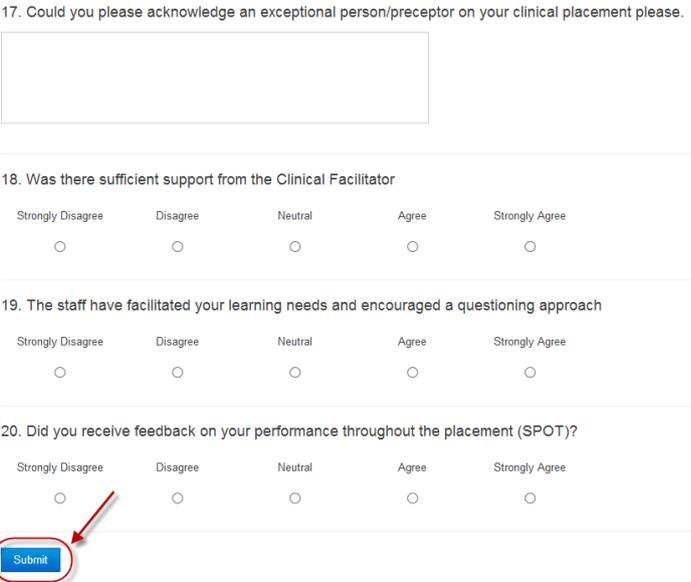


StRef-06 - Student Reference Sheet - How to complete a placement evaluation form.

Steps	Action	What it looks like
1.	<p>Click the Complete your outstanding end-of-placement evaluations (1) link in the sidebar. This will take you to the Placement Evaluation screen.</p>	
2.	<p>The Placement Evaluation forms that need to be actioned will appear, displaying the Placement Information that the form corresponds to.</p> <p>To action a form, click Edit button.</p>	
3.	<p>Each form is comprised of multiple choice and/or short answer questions that need to be completed.</p> <p>Simply answer each question, <u>ensuring there is an answer for every question</u>, and then review answers before clicking the Submit button.</p>	
5.	<p>Troubleshooting: End of placement feedback forms only appear 14 days before your placement end date.</p>	