






# Placement evaluation form - instructions

To use the placement evaluation form, follow the instructions below:

- From Office 365 click on , followed by  More apps and  Forms
- Click on the following link to make a copy - [Template](#)
- Click on 'Duplicate it'
- Enter your organisations name within the heading, plus the date range or learner type as required.
- Personalise the text beneath the heading as required
- Your form is now ready to circulate.
  - Click on 
  - Select 'Anyone can respond'
  - 'To' – enter the email addresses you wish to send the survey to
  - Personalise the message and click send
- Return to your forms, click on  Responses to see the breakdown of the responses received.
- Further versions of the survey can be created following the instructions above or replicating one you have already completed.

If you have any questions, please contact [england.quality.wx@nhs.net](mailto:england.quality.wx@nhs.net)

For questions, please contact [england.quality.wx@nhs.net](mailto:england.quality.wx@nhs.net)