

## Peer Validation Guidelines

Welcome to the Peer Validation form guidelines.

This guide aims to help you personalise this form to each course where you want to use this toll.

The following pages explains how to duplicate and tailor the peer validation form to your own needs and specifications.

1. Click in the "Peer Validation Form" button to be redirected to the form.



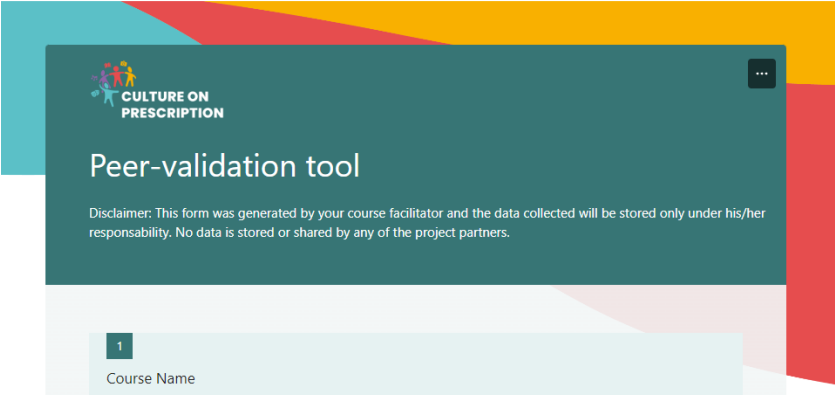
 **Peer Validation Form**

2. In the Peer Validation Form there's a button on top of the page to duplicate it, please click it.



 Duplicate this form to use as your own.

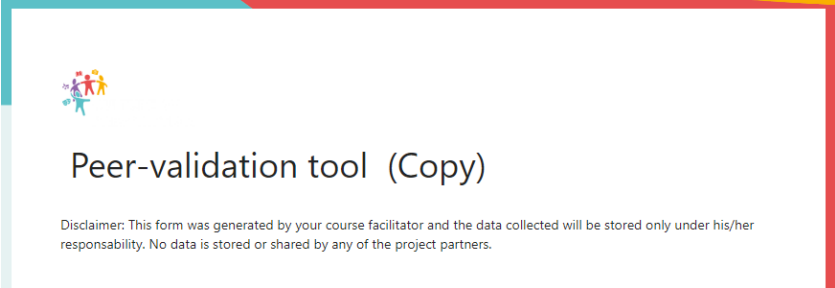
**Duplicate**



The screenshot shows the 'Peer-validation tool' interface. At the top left is the 'CULTURE ON PRESCRIPTION' logo. Below it is a disclaimer: 'Disclaimer: This form was generated by your course facilitator and the data collected will be stored only under his/her responsibility. No data is stored or shared by any of the project partners.' Below the disclaimer is a form field with a small '1' in a box and the label 'Course Name'. In the top right corner of the form area, there is a three-dot menu icon.

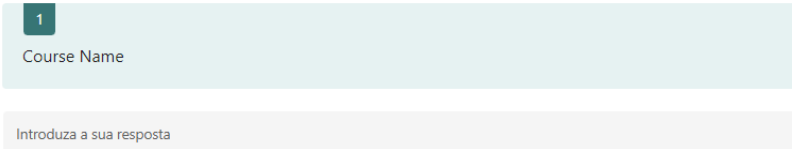
3. You will need to have a Microsoft account to edit the form (there's the option to create a free account). If you prefer not to create a Microsoft account, you can opt for the paper version, which you can download [here](#).

4. Once inside the Peer Validation Form editor, please remove the "(Copy)" from the title.



The screenshot shows a web interface for editing a form. At the top left is the 'Culture on Prescription' logo. The main title is 'Peer-validation tool (Copy)'. Below the title is a disclaimer: 'Disclaimer: This form was generated by your course facilitator and the data collected will be stored only under his/her responsibility. No data is stored or shared by any of the project partners.'

5. You can also rename all the questions with your course specific information by clicking on the questions.



The screenshot shows a question editor interface. At the top left is a small green square with the number '1'. Below it is a light blue input field containing the text 'Course Name'. Below that is a light grey input field containing the text 'Introduza a sua resposta'.

6. Please also change the answer options in question number 4.

**4**

Please select 3 technical skills in which YOU have made the greatest learning progress

Selecione 3 opções.

Option 1

Option 2

Option 3





Option 4

Option 5

Option 6

Option 7

7. In the soft skills table, it is only possible to add up to 7 participant names. You have more participants, so please duplicate this table to add the remaining names. You can do this by clicking on the highlighted yellow button. (Don't forget to delete the sentence before sharing the form)

7. Please select, for each of your COLLEAGUES, the two soft skills you think they improved the most in this course.

(If you have more than 7 participants duplicate this table || delete this sentence before sharing the form)



6

Please select, for each of your COLLEAGUES, the two soft skills you think they improved the most in this course.  
(If you have more than 7 participants duplicate this table || delete this sentence before sharing the form)

	(Name of Participant)	(Name of Participant)	(Name of Participant)	(Name of Participant)	(Name of Participant)
Self-organisation, self-management, personal efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork and relationship competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking and carrying out responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management and organisational skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- After you have made the necessary adjustments to the form, you can send your course participants the link to complete the form by clicking on "Collect responses" located on the right side.

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 Preview
 Theme
**Collect responses**

- In the "Collect Responses" section, ensure that "Anyone can respond" is selected. This allows all participants to answer the Form without requiring a Microsoft account.

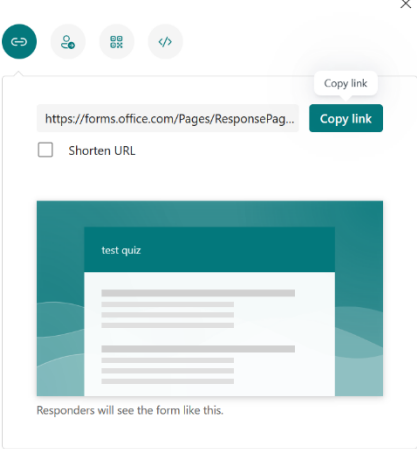
**Send and collect responses**

**Anyone can respond**  
Anonymous response, doesn't require sign-in

Only people in my organization can respond

Specific people in my organization can respond

Shorten URL



https://forms.office.com/Pages/ResponsePag...

Responders will see the form like this.

Note the self-assessed most important technical skills and the 2 highest ranking soft skills in the [certificate](#). If there are soft skills with the same scores at the top of the list, you take the final decision.