



Work Experience I - Final Evaluation

Summary: This document is intended to help you understand how the final evaluation process works.

Version: 5.0

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Chapter I

General informations

The final evaluation allows the school to ensure that everything is going well during your work experience.

Please take note of the following information:

- This evaluation is sent shortly before the end of your contract.
- Your company supervisor (referent) should receive an email about it 2 weeks in advance, giving you time to schedule a meeting to complete the evaluation.
- It is strongly recommended that both the referent and the learner be present during the evaluation. However, if that is not possible, the referent may complete it alone.
- If your referent has not received the evaluation, you can re-send it from your company page on the intranet (use the **resend evaluation** option).
- Make sure the email provided when signing the contract is accurate, as it will be used for sending the evaluation.
- In any case, if you encounter a problem that cannot be resolved, you can contact your school's Business Relations team. They will look into it and assist you.