### Manual Evaluation of Data/Text Correspondence: Summary of what to do

1. Complete the pre-evaluation questionnaire in **Step 1 Pre-evaluation Questionnaire**; this is to confirm that you are qualified to carry out the evaluation task.
2. Read the instructions in **Step 2 Instructions for Evaluators** carefully.
3. Complete the training evaluation spreadsheet in **Step 3 Evaluation Spreadsheet**.
4. Contact us to let us know when you’re done.

Note that the texts used for training are in English whereas the texts in the final evaluation will be in the language you’ve been recruited to evaluate.

Please get in touch with [anya.belz@adaptcentre.ie](mailto:anya.belz@adaptcentre.ie) to let us know you’ve finished, or to ask any questions you may have.