**PM4.E – Guidelines for the Evaluation Report on Testing Activity**

Editing Information

**Title of THE REPORT [Arial 14 point, bold, centred]**

**Author Name(s) [Arial, 12 point, bold, centred]**

Name of Institution [10 point, normal, centred]

City, Country [10 point, normal, centred]

*E-mail [10 point, italic, centred]*

**Abstract [Arial 12-point, bold, centred]**

*The text of the abstract should be written in italicized text, using Arial 10-point. Text is fully justified. Leave two blank lines after the abstract, and then begin the main text.*

The main body of the text should be written using the Arial font and single spacing with 10-point interlining spacing. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

All margins should be set at 2.5 cm

The citation number of a bibliographical reference in text must be enclosed in square brackets, for example [1]. A list of the references should be given at the end of the paper.

Figures, tables and graphics should be centred, numbered and accompanied by a legend. (Fig.1. Legend, Table 1. Legend). Where possible Arial 10-point should be used for all figures, tables and graphics.

Please, avoid using page numbers, headers and footnotes.

**1. First-order headings**

For example, “1. Introduction”, should be Arial 12-point boldface, initially capitalized

**1.2 Second-order headings**

As in this heading, they should be Arial 11-point boldface, initially capitalized

**References [Arial, 12-point, bold, centred and capitalize the first letter]**



[Arial, 10-point, normal, alignment justify, upper and lower case]

Contents

**Introduction**

Please provide the following information:

* the target group you addressed
* the recruiting strategy
* evaluation of the recruiting strategy
* Results of the recruiting
* Number and typologies of involved universities
* Number and typologies of involved lecturers
* Number of involved students

**Activities with teachers and students**

Please explain how you involved the target groups in the production and/or testing of the intellectual outputs.

**Evaluation**

**Results of the questionnaire submitted to the teachers**

* Please use all the graphs provided by the xls file you should have filled in with the target groups’ questionnaires results
* Please comment all the graphs one by one

**Conclusion**

Please provide your conclusion about the impact of the project on the target groups.