



## **A Guide to Participant Evidence Forms**

In order to make collecting learner evidence as easy and time efficient as possible for our trainers we have multiple formats available for you to use. We have an offline downloadable Word document and a live online Microsoft forms link available. If you wish to use the [downloadable word document you can find that here](#). If you are using this method, when you have collated learners' evidence, you can send this with a completed [Certificate Request Form](#) to [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com).

If you would like to use our [online formatted participant evidence form](#), you can use our template as an example to create your own. Please use the following link as a template to 'duplicate' and edit the form based on your learning group.

For instructions on this process please see the notes below.

### **To 'duplicate' and reuse our template:**

Once you click on the above link, you will be taken through to our template form page - click the 'Duplicate it' button, which is located top right. It will either ask you to log in to an Outlook or Hotmail account, or if already logged into an account, it will bring up a new copy of our form. Please ensure that you have full access to this account, as your learner responses will be sent here, ready for you to collate and send onto us for processing. Once logged in and duplicated, you should be able to make edits to the form by clicking through each section on the 'Questions' tab and save your own version – this allows you to make any specific changes based on your learners needs and locality.

**Please duplicate the form using your Hotmail/outlook email address to ensure responses are returned and accessible to you as the trainer to check, collate and**

**send to us.** If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). Once duplicated with your own email address, please share your unique link with your learners. Once all learners have completed their evidence form (by the deadline you have set them), please collate all of your learner evidence and send it through to us at [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com) with a completed [Certificate Request Form](#).

*See the following page for detailed instructions on how to do this.*

## Step by Step Guide:

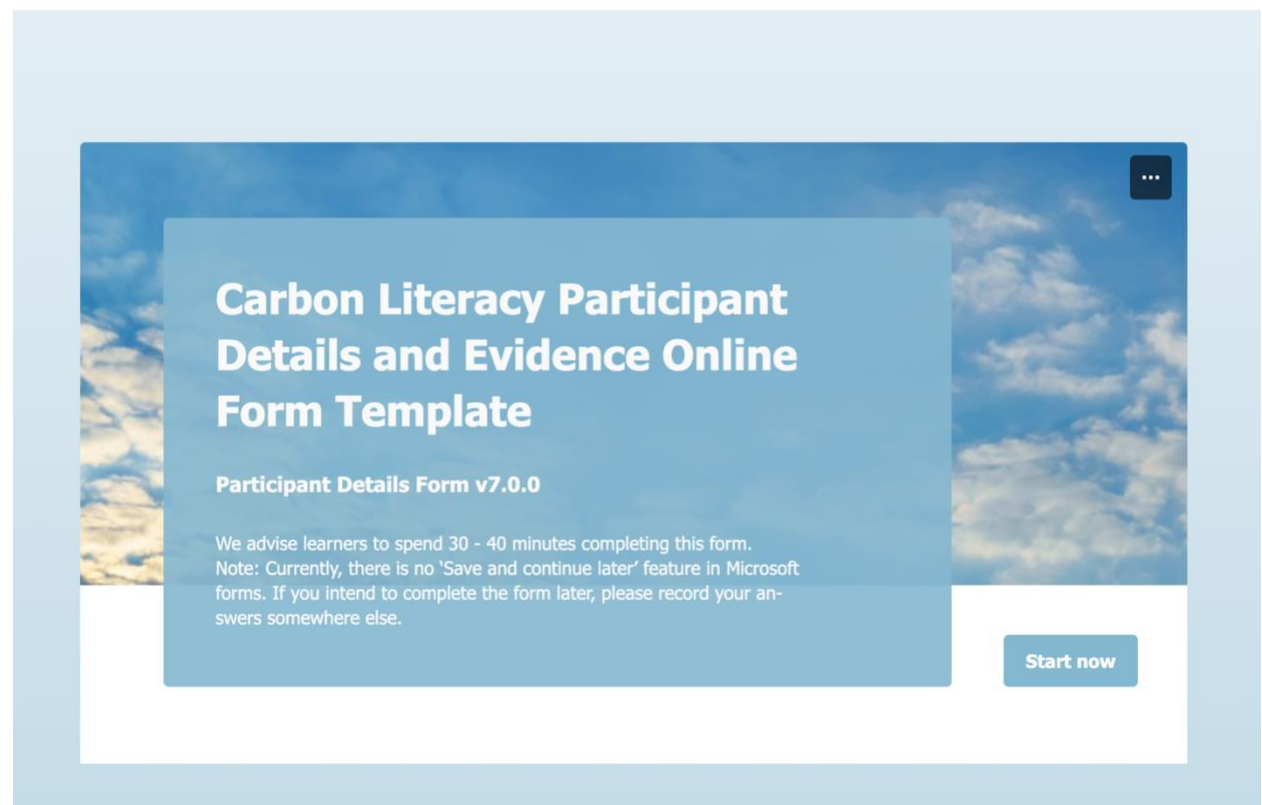
1. After you have opened the link, click on '**Duplicate it**'.

Note: You will need to log in or be logged in to a Microsoft outlook/hotmail account to get to the next page.



Duplicate this form to use as your own.

[Duplicate it](#)

A screenshot of a Microsoft Word document template for a form. The background is a blue sky with white clouds. A large, semi-transparent blue rectangle is centered on the page, containing the title 'Carbon Literacy Participant Details and Evidence Online Form Template' in white, bold, sans-serif font. Below the title, in a smaller white font, is 'Participant Details Form v7.0.0'. Further down, in a smaller white font, is a paragraph: 'We advise learners to spend 30 - 40 minutes completing this form. Note: Currently, there is no 'Save and continue later' feature in Microsoft forms. If you intend to complete the form later, please record your answers somewhere else.' In the bottom right corner of the blue rectangle, there is a small white button with the text 'Start now'. In the top right corner of the blue rectangle, there is a small black square with three white dots. The entire screenshot is framed by a light blue border.

2. You should now have access to alter the form on the 'Questions' tab. Please amend the form, make any further adjustments and deleting any specified lines that are just for trainer use.

Forms Carbon Literacy Participant Details and Evidence Online Form Template (Copy) - Saved

Questions Responses Preview Style Collect responses Present

Section 1

**FOR TRAINERS:**  
**YOU CAN'T USE THIS FORM DIRECTLY. PLEASE DUPLICATE IT & DELETE THE TRAINER USE ONLY SECTION.**

This form is a template for the trainer to duplicate. Answers are not submitted unless you duplicate the form. After duplicating, click 'Share' then 'Send and collect responses'.

If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). Our guide explains this in more detail.

Guide:  
<https://www.dropbox.com/s/9j5r5y4u495jjv/A%20Guide%20to%20Participant%20Evidence%20Forms%20v1.5.3.pdf?dl=0>

If you would like further guidance, please let us know at [info@carbonliteracy.com](mailto:info@carbonliteracy.com) / [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com).

Section 2

**How we process your information:**

The information you submit here will only be processed for the following purposes:

3. After making any changes, you can now share the link with your learners to collect your learners' answers. Click '**Share**' to see the sharable link. You may wish to send this to learners via your Teams/Zoom Chat or in an email, and it might be good to ask a colleague or training partner to test the link before sending out to learners to ensure it all looks correct.

Forms Carbon Literacy Participant Details and Evidence Online Form Template - Saved

Questions Responses Preview Style Collect responses Present

Carbon Literacy Participant Details and Evidence Online Form Template

Participant Details Form v7.0.0

We advise learners to spend 30 - 40 minutes completing this form.  
Note: Currently, there is no 'Save and continue later' feature in Microsoft forms. If you intend to complete the form later, please record your answers somewhere else.

## Send and collect responses

- ☒ Anyone can respond  
Anonymous response, doesn't require sign-in
- ☐ Only people in my organisation can respond
- ☐ Specific people in my organisation can respond

Feedback

Copy link

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

Copy link


☐ Shorten URL

Carbon Literacy Participant Details and Evidence Online Form Template

Participant Details Form v7.0.0

Start now

Responders will see the form like this.

4. You can also access your learners' submission by logging in to your Outlook/Hotmail accounts and look for the **App launcher**  on the top left corner, and then select **Forms**.

**Notes:** You can also sign in to [Microsoft Forms](https://forms.office.com) with your Microsoft 365 work credentials, Microsoft 365 school credentials, or Microsoft account (Hotmail, Live or Outlook.com). Find the form that you have duplicated, and you shall see how many responses have been submitted and viewed their answers.

Office →

Search

Close the app launcher

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Yammer
- Admin
- Forms
- OneDrive
- Excel
- OneNote
- Teams
- Power Autom...
- Project

All apps →

Form Name	Responses	Date
Carbon Literacy Participant Details and Evidence Online Form T...	0 responses	Thu at 11:14
Carbon Literacy Participant Details and Evidence Online Form f...	18 responses	28 Feb
Carbon Literacy Participant Details and Evidence Online Form T...	0 responses	28 Feb
Carbon Literacy Participant Details and Evidence Online Form T...	0 responses	25 Nov 2021

All My Forms →

Forms

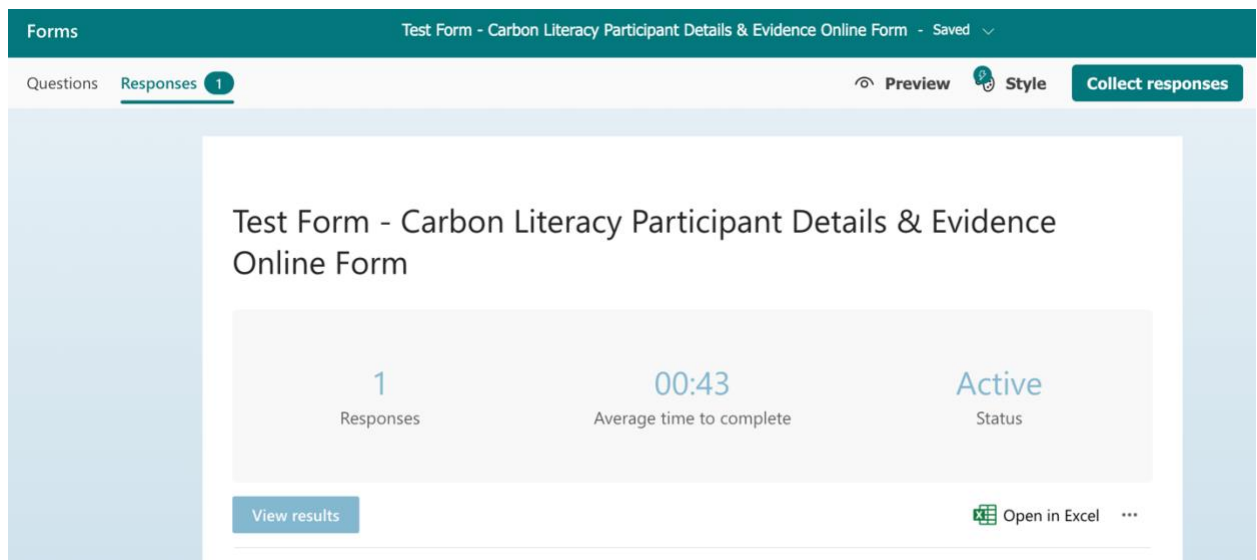
Carbon Literacy Participant Details and Evidence Online Form Template - Saved

Preview Theme Share

Questions Responses 3

5. After the training, the trainer can view learners' submissions by clicking on the 'Responses' tab, and clicking **View results** to see their individual answers. We suggest doing this where possible to ensure learners have completed all sections, and are up to submission standard. For advice on this, please refer to our [CL Certification Marking Guide](#). Learner submissions can be exported to an excel file by clicking **Open in Excel**.

Note: We advise the trainer to check if there are learners who have submitted their form multiple times as sometimes technical issues do happen.



We recommend that trainers send learners' evidence in excel file format alongside a completed [Certificate Request Form](#) straight to [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com) to enable your learner evidence to be evaluated by our certification team.

We look forward to receiving evidence from your learning cohort and returning certificates & feedback to you as the trainer to distribute.