



## **ASSESSMENT FORMS ONLINE**

Previously, the study secretariat sent the empty assessment forms to teachers by email prior to an assessment round. For some time now, the forms are online and the secretariat sends a link to the [page on MyAHK](#) where the required assessment forms can be found.

## **FILLING IN THE ASSESSMENT FORMS**

Completing the online assessment forms is easiest in the desktop version of Word, rather than the browser version.

## **SIGNING THE ASSESSMENT FORMS**

The Academy of Architecture is legally bound to strictly check that assessment forms are signed. If you have an electronic signature, you can digitally paste it into the signature field on the assessment form. If you do not have this signature, you can print the completed forms, add a written signature and then scan the forms.

## **RETURNING ASSESSMENTS AS SEPARATE FILES**

Once completed, it is easiest to immediately save each assessment as a separate file with the correct name (student name & education project), preferably as PDF. You can then return the files to us as separate attachments per e-mail. We have an email address for this purpose where all assessments are collected:

[avb-beoordelingen@ahk.nl](mailto:avb-beoordelingen@ahk.nl)

If the different assessments are merged into one file, we cannot process them, because the assessments must be archived separately for each student.

Thank you in advance for your cooperation!

**Study secretariat**  
**Academy of Architecture**

Questions can be sent to: [avb-studiesecretariaat@ahk.nl](mailto:avb-studiesecretariaat@ahk.nl)

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