**Feedback Engagement Tool: Supplementary User Information**

You are welcome to download a copy of the Feedback Engagement Tool (FET) for use in your own educational institution; however, we wish to stay informed of how others are using the tool. Please complete this form and email a completed copy to rose.murray@bristol.ac.uk to comply with the terms for using the FET.

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| --- | --- |
| **Date of download** | *Month/year* |
| **Name** |  |
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| **Institution** |  |
| **School or department** |  |
| **Do you consent to being contacted in the future by the owners of the FET (in order to follow up with you)?** | *Yes/No* |
|  |
| **How do you intend to use (or adapt for use) the FET in your institution?** |  |
| **How did you find out about the FET?** |  |

**Terms and conditions**

* Users are free to download and modify (as needed) the FET spreadsheet and guide for their own educational purposes.
* Credit for the original creation of the tool should be noted as Dr Rebecca Pike and Dr Rose Murray (full authors are listed on <https://www.bristol.ac.uk/biology/teaching/scholarship-of-teaching-and-learning/research-projects/assessment-and-feedback-portfolio-/>). Full credit should be given in any future studies, publications or communications about this tool.
* Users who download the FET should complete this form and send a completed copy to rose.murray@bristol.ac.uk for their records.