**Basic level checklist**

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| **What’s your project about?** |  |
| **Who were your learners?** |  |
| **How many of them were there?** |  |
| **What did you do that was different to normal (e.g. work with a new audience, modify your content, include a new activity etc)** |  |
| **How did you test whether the change you made was good or not?** |  |