TEMPLATE FOR ASSESSMENT REPORT

Overview and Purpose

This section gives a general overview of the study - What was the problem that made you want to assess it, when you launched it. It provides a clear understanding of the rationale, purpose, and direction of the assessment and report. Indicate who was involved in initiating the assessment. You may include support from the literature. This section should include the statement “The purpose of this assessment was to...”

Process and Methods

Provides an overview of the methodology used for assessment, including summary of the timeline and steps in the assessment process, information on sampling, the assessment instrument, and data analysis procedures.

Participants

Provides a brief description of participants in the study and may include a demographic overview comparing the sample to the population. This gives the reader an understanding of who participated in the study. It is not intended to give an in-depth analysis.

Summary of findings

Provides detailed results of your assessment, include charts, graphs or other visuals to ensure understanding of dense information. Give results of any statistical analysis conducted – the “facts” from your data. Use the purpose of your assessment as a guide for what to include.

Limitations

What were the limitations of your assessment? Perhaps it is that your sample was small and you got a low response rate, or that the timing was bad, (e.g. data about alcohol use after spring break) or you intentionally left out certain areas for a reason you will articulate here.

Discussion and Implications

This section ties the results together and is the capstone of the assessment process. Discussion can be findings in relation to your campus, other campuses, and/or the profession. Here you can reflect on what you learned and what the impacts might be, which can be tailored to the specific audience you are writing the report to. It should not be a repeat of findings

Recommendations and Action Items

What actions will you take as a result of the assessment? This section focuses on what should happen next, and is often where decision makers will focus their attention.

Appendices

In full report, include any survey instruments, focus group questions, protocols, etc.