

Annual Assessment Report Checklist



Program: _____

Reviewer: _____

Date: _____

| Assessment Report Element | Yes | No | Comments |
|---|-----|----|----------|
| Findings | | | |
| Are the findings clear and well-organized ? | | | |
| Do the findings directly align with the measure? | | | |
| Was sufficient documentation (i.e., rubrics, data tables, blank artifacts) provided in Basecamp for verification of findings? | | | |
| Do the findings reflect past iteration(s) of results (e.g., last year's) in addition to the current year's? | | | |
| Action Plan | | | |
| Do action plans contain examples of modifications (or plans to modify) documented and directly related to findings of assessment? | | | |
| Do the action plans clearly demonstrate ievaluation of past and current assessment, including acknowledgement of flaws; Plus evidence of some moderate revision, or general plans for improvement of assessment process? | | | |