

An Assessment Report Should:

- Include information about the author, the originating office and the date it was produced.
- Consider who its audience(s) is and how much information they need.
- Describe methodologies and procedures used to conduct assessments (include sample sizes, response rates, when and how assessments were conducted).
- Organize presentation of data around stated goals.
- Synthesize data from various sources to tell a story with a meaningful point.
- Consider prior research and findings.
- Use a mixture of visuals and text to emphasize key findings.
- Make sure all graphs and tables used within the body of the report are addressed in the text.
- Use appendices for lengthy, detailed tables.
- Not include analysis that reaches beyond the data.
- Include any hypothesizing about findings beyond the data collected in a separate, properly labeled section (e.g., suggestions for future research).
- Conclude with recommendations based on assessment findings presented.