

Reporting Assessment: Sharing Results in Ways that Create Opportunities for Action

An assessment report may be the only contact an audience has with the assessment so it is important to make it as effective as possible. If a report is not effective, it can doom a very strong assessment report or it can spur important action that improves practice. Effective assessment reporting documents the impact of our work, compels continuous improvement efforts, promotes continued student learning and reflection, and allows us to celebrate our successes. Reporting decisions are best made during the assessment planning process, but should also be revisited often throughout the entire assessment process.

REPORTING DECISIONS

Decision 1: What is the purpose of the assessment?

Decision 2: What are the uses of the assessment?

Decision 3: Who is the audience of the assessment?

Decision 4: What is the format of the assessment?

OTHER REPORTING ISSUES

Politics (Delivery Mechanism, Audiences, Timing)

Resources (Internal, Audience)

CRITERIA FOR BEST PRACTICES

Criteria 1: Ethical use

Criteria 2: Transparency

Criteria 3: Accessibility and Ease of Use

Criteria 4: Fits the Audience

Criteria 5: Usefulness and Links Directly to Practice

Reporting Plan Worksheet

Assessment:				
Purpose:				
Uses	Audiences	Formats	Delivery	Resources

Best Practices Criteria

Ethics	
Transparency	
Ease	
Fit	
Useful	