Administrative and Educational Support Outcomes
Results Reporting Checklist
(To be used when reporting assessment results)

Results:

_____   Are results presented for <u>each</u> assessment method/measure?

_____   Do results include a reflection and discussion of the findings gathered from the corresponding method/measure?

_____   Are results based on reliable and valid data collection methods?

_____   Do results indicate the level of achievement of performance targets?

_____   Do results discuss implementation of last year's action plans and how/if they impacted performance?

_____   Do results provide indicators for improvement?

Action Plan:

_____   Are action plans provided for <u>each</u> outcome?

_____   Are action plans based on actual findings reported in the results?

_____   Are action plans feasible considering available resources and time?

_____   Do identified action plans appear likely to lead to continuous improvement?

Evidence of Improvement:

_____   Is evidence of improvement described for <u>each</u> identified outcome?

_____   Is the evidence of improvement founded in the result findings from year to year?

_____   Does the evidence of improvement presented summarize if and how action plans from prior year led to further improvements for the current year?