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

**Results:**

_____ Are results presented for each 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 each 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 each 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?