



SAMPLE Template for Assessment Reporting

**A. Title of Event/Intervention or Program Assessed or Evaluated**

- Title of Event/Activity Assessed
- Date of Event/Activity Offered
- Attendees- can be actual list, or an aggregate report of who was there (i.e. 20 first year students)
- Summary: 3-5 sentence summary of the activity, program, service or intervention you assessed.
  - Audience- who was invited, who attended, etc.
  - What type of activities were offered

**B. Background/Purpose of Event**

- Up to one paragraph
- Include the activities, and what this report will include

**C. Assessment Conducted**

- Describe what assessment you did: focus groups, evaluation, survey, interviews, etc
- Describe how you conducted the assessment: in person, online, etc.

**D. Assessment or Evaluation Responses (Results)**

- Describe the activity/question prior to providing each assessment evaluation or assessment result
- Sample ways to present data from questions:

*QUESTION 1*

| Response | N | Percentage of Overall Responses |
|----------|---|---------------------------------|
|          |   |                                 |
|          |   |                                 |
|          |   |                                 |
|          |   |                                 |

*Participants were asked XXXXXX. Below are the open ended responses:*

*Participants were asked to provide ..... Below are the open ended responses:*

**E. Summary of Evaluation/Assessment**

- You want to be succinct here- a few bullets or sentences to summarize
- Summarize the information and assessment results for example:
  - 500 students were asked to complete the survey, and 490 responded. 98% of students responded to the survey.



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- The themes discovered from the focus groups included....

**F. Conclusions**

- a. Add a final conclusion or summary (the “so what”)
- b. Recommendations
  - Based on the intent of program/service, and the assessment results, what do you recommend?
- c. Implications
  - In a sense- this is your “so what”?
  - What does this mean and how do we move forward as a department/program?