

UF Division of Student Affairs Assessment Report Guidelines

Length of Report

Report should be SHORT (5 pages max). If you have data that is worthy of further analysis, please write a separate report. Think less text, more bullets and perhaps self-explanatory graphs and tables.

Outline of Report

1. Executive Summary
2. Purpose and Description of Assessment
3. Methods and Limitations
4. Description of Participants
5. Findings
6. Discussion of Conclusions and Implications
7. Recommendations

Detailed Descriptions of Report Segments

Executive Summary:

- Typically, a one to two page overview of the report including the purpose, description of methods, findings, and recommendations. It is a document that can stand alone
- Intended to highlight important aspects while providing necessary information to reader.
- May use bullets or other tools to draw attention to important elements.
- Should be written after completion of full report.

Purpose and Description of Assessment:

- This section provides an understanding as to why the project was undertaken.
- The section may include some supporting literature.
- Gives reader a clear understanding of the rationale, purpose, and direction for the assessment project and the remaining elements of the report.
- Should include as statement such as: "The purpose of this assessment project was to..."

Methods and Limitations:

- This section provides an overview of the methodology for the assessment project.
- Gives a summary of the timeline of the assessment process and steps in that process.
- Information on sampling procedures, assessment instrument, and any intended data analysis procedures may be discussed in this section.
- For assessment reports, provide only the necessary details to provide insight into the process.
- Finally, address any possible meaningful limitations to your methods (Ex. Data for alcohol study collected after Spring Break)

Description of Participants:

- This section provides a brief description of the participants in this study.
- It may include an overview of the demographics and comparison data of the sample to the population.
- The description is to give readers an idea of who participated and is not intended to give in-depth analysis.

Findings:

- This section presents the more detailed results of your assessment project.
- It may include tables, graphs, or other figures to provide quick access to dense information.
- This section also provides the results of any statistical analyses used.
- The findings become “the facts” from your data.
- Ideally, this section moves the reader easily and quickly through your results and uses the purpose of the assessment as a guide for what specific findings to include.

Discussion of Conclusions and Implications:

- This section is where everything is tied together and serves as the capstone experience of the assessment process.
- This section should focus on what happens or should happen as a result of the answers gathered through the assessment process and not a repeat of the assessment findings.
- The discussion can happen around the findings in relation to your campus, other campuses, and/or professional dialogue on the issue.

Recommendations:

- Any recommendations to make based on this assessment data: what should we do with it?
- What information does this assessment provide to improve a service or program; to demonstrate needs that are not being met; is a particular demographic underserved; etc.

Use of Tables and Graphs

- Make them simple
- Make them clear
- Be consistent in your use and format
- Should compliment not duplicate text
- Convey only essential facts
- Easy to read and understand
- Should not overwhelm the reader

Be sure to use the right format to display results. Tables: Show exact numerical values in rows and columns that aid in presenting large amounts of data in a small amount of space. Simplify material that would be too dense with data, and the meaning of the data should be obvious at a glance. Titles and headings should be concise.

Graphs: Show relations- comparisons and distributions- in a data set.

Student Voice Resources

Student Voice offers resources for preparation, administration, and analysis of assessment projects. The reporting site features the ability to export data to SPSS or Excel, provide filters, save views, design graphs, and do tables and crosstabs right on the site. The Student Voice consultant team for University of Florida can help with the project at any point during the process.

Source: Student Voice, “Reporting Assessment Results.”