Tool 10. REPORT QUALITY ASSESSMENT TABLE

Define your own scale (numeric or verbal):

REPORT QUALITY ASSESSMENT CRITERIA	Due to the following criteria, the report is rated:
1. Appropriate scope and meeting information needs:	
1A Does the report comply with contract requirements? (*if applicable*)	**1A:**
1B Does the report provide comprehensive answers to research questions?	**1B:**
1C Did the report describe methodological issues in detail?	**1C:**
1D Does the report contain conclusions and recommendations?	**1D**:
2. Clarity, intelligibility: is the language of the report adapted to its recipients?	**2:**
3. Methodological adequacy:	
3A Is the test methodology appropriate?	**3A**:
3B Did the methods used allow you to gather information enabling answers to ev. questions?	**3B:**
4. Data reliability:	
4A Were data collected in an appropriate manner?	**4A:**
4B Was the reliability of data collection guaranteed?	**4B**:
5. Proper data analysis:	
5A Was the qualitative data analysis carried out properly?	**5A**:
5B Was the quantitative data analysis carried out properly?	**5B:**
5C Were the findings correctly interpreted?	**5C**:
5D Do the obtained findings allow research questions to be answered?	**5D**:
6. Reliable and objective conclusions:	
6A Does the report contain logical and reasonable conclusions resulting from data analysis?	**6A**:
6B Are the applications impartial and free from the influence of the parties involved/stakeholders?	**6B**:
7. Useful recommendations:	
7A Are the recommendations applicable, reasonable and detailed?	**7A:**
7B Do the recommendations include the addressee and implementation date?	**7B:**
7C Were the recommendations agreed with the addressees?	**7C**:
8. Quality and size of attachments:	
8A Are all necessary supplementary information included in the annexes?	**8A:**
8B Do the attachments contain information that should be included in the main part of the report?	**8B:**

9. Other: _____

Given the specific constraints of the evaluation (i.e. _____
__ _____)

the **report from the evaluation is assessed as**: _____

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