

## Report Evaluation Checklist

ARGUMENT	Yes	No
1. Does the narrative address all elements and critical issues covered in the requirement or standard?		
2. Does each argument (assertion, reasons, warrants, evidence, qualifiers, and exceptions) take into consideration reviewers' prior experiences, knowledge, backgrounds, perspectives, and expectations?		
3. Are assertions and reasons clearly stated?		
4. Are assertions and reasons supported by evidence?		
5. Is the evidence reliable, current, verifiable, coherent, objective, relevant, and representative?		
6. Does the evidence represent both trend and snapshot data?		
7. Is the evidence drawn from multiple indicators?		
8. Does the narrative describe how evidence was interpreted and why the evidence supports an assertion?		
9. Does the narrative explain the links between and among elements (e.g., program goals, assessment activities, and program change)?		
10. Is the argument appropriate for the institution/mission?		
11. Are arguments accurate and are they consistent with the COC statement on integrity?		

PRESENTATION	Yes	No
12. Does the report adhere to the SACS-COC guidelines?		
13. Is the overall design appropriate for the purpose (e.g., compliance certification; focused, monitoring, five-year, or QEP impact report)?		
14. Is the overall design appropriate for the medium (e.g., electronic, paper, combination)?		
15. Is the structure of each section appropriate for the requirement or standard?		
16. Is the tone of the report positive, confident, and tactful?		
17. Is the language definite, specific, and concrete?		
18. Is the narrative free of jargon and confusing language?		
19. Are technical and unfamiliar terms defined?		
20. Do illustrations, graphs, and tables follow common conventions and contribute to reader comprehension?		
21. Do illustrations, graphs, and tables clarify and support the narrative?		
22. Are abbreviations and symbols identified and explained?		
23. Is the report free of errors in grammar, spelling, punctuation, and capitalization?		
24. Are labels, headings, and spacing consistent across all sections of the report?		
25. Is the report free of extraneous and distracting information?		
26. Does the narrative have introductory and summary paragraphs and transition signals?		
27. Does the report include appropriate reader aids (e.g., table of contents, index, list of acronyms, tabs, section dividers, hyperlinks)?		
28. Does the report structure and language facilitate reader comprehension?		
29. Does the report structure and language facilitate recall of information needed by reviewers as they make and record judgments of compliance?		