Tool 10. REPORT QUALITY ASSESSMENT TABLE

Choose your own scale - numeric or verbal:

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