

Tool 10. REPORT QUALITY ASSESSMENT TABLE

Choose your own scale - numeric or verbal:

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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:



Given the specific constraints of the evaluation

(i.e. -----)

the report from the evaluation is assessed as:

