**Elements that are typically found in a findings report**

Below are elements that are typically found in a report or assessment research results (note: the elements may appear in a different sequence and some may not be appropriate in your report). Please keep in mind that these are guidelines and not requirements:

<table>
<thead>
<tr>
<th>Element in the report</th>
<th>Guiding questions (some may not apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The outcome(s) and assessment question(s) that were investigated.</td>
<td></td>
</tr>
<tr>
<td>2. The type of evidence that was collected and when it was collected.</td>
<td></td>
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</tbody>
</table>
| 3. How a sample was selected (if sampling was used).                                   | • Who submitted data?   
• How many students are in the program (or, how many graduate each year)?   
• How many were asked to participate in the study?   
• How were they selected?   
• How many actually participated?   
• How many non-responses were there?                                                                 |
| 4. How the evidence was evaluated.                                                     | • How was the exam scored? (include the key in the report)   
• What scoring rubric was used? (include the rubric in the report)   
• What were the benchmark samples of student work? (include those anchors in the report) |
| 5. A timeline of key events.                                                           |                                                                                                                                                  |
| 6. Summary of the results.                                                             | • How many students passed the exam?   
• How many students scored "1," "2," "3," or "4"?   
• How many faculty members agreed, disagreed, were neutral?                          |
| 7. Answer(s) to the assessment question and whether the criteria for success were met. | • Was the acceptable target met?   
• Was the ideal target met?                                                                 |

Adapted from the University of Hawaii, Manoa Assessment Website