**Suggested Structure of a Final Evaluation Report**

Although it is certainly possible to construct an evaluation report in different ways, there is significant consistency as well, and therefore a suggested structure is provided.

*Suggested Evaluation Report Structure (in order):*

*Executive Summary:* In two pages or less, provide an overview of the evaluation, focusing upon results and implications/suggestions. This summary is optional but could significantly increase the likelihood of *use* of the evaluation. This executive summary should be able to stand alone, so should include title and author information as well.

(Begin Full Evaluation Report on a clean page – include title and author information, and dates; consider a title page)

*Program Description and Context*: Concisely describe the program and any relevant background information.

*Evaluation Context:* Concisely describe the background concerning the decision to conduct an evaluation, who was involved in the decision, etc.

*Evaluation Purpose and Audience:* Concisely describe the overall purpose of the evaluation (e.g., “This evaluation aspires to…”) and describe the intended audience(s). It is okay to list more than one set of constituents, and you differentiate primary from secondary audiences. Many different types of evaluations exist, although we submit that all curriculum evaluations should be concerned with *responsiveness* and *usefulness*.

*Key Evaluation Questions*: List the evaluation questions that you have generated and that you will address.

*Key Criteria for Judging Program Quality*: List and describe the key criteria that you have used to judge program quality, as well as the reasoning (or precedents/sources) for choosing these criteria. It is important to state these clearly so that a reader can understand and appraise the basis for your judgments and findings.

*Design*: Describe the type of design you use (for instance, descriptive design; experimental design; etc.). Also include a subsection detailing your methods (e.g., interviews, surveys, review of documents, etc.) and samples (e.g., all teachers, a random sample of students, etc.). Any protocols or fine-grained details can be put into appendices.

*Results*: Present the results of the evaluation in a manner that makes sense to the team, and, as anticipated, the reader. One possibility is to present results by question.

*Discussion/Implications/Suggestions*: Here, teams should address the “so what” of the findings. What is going well, and what are some potential areas for growth? What is recommended?

*Appendices*: The body of the report should be kept concise, and appendices may be used liberally to provide fine-grained detail for the small percentage of readers who might be interested in technical detail and/or who might wish to replicate the team’s approaches at a different time and place.