

Evaluation Report Template

Use the headings in this template as a guide for writing the report. As long as all the information is included, the organisation of the report can vary depending on your context and creativity, and organisational requirements. The main thing is to make it look professional. Include a title page, table of contents, List of Tables and List of Figures – the following headings have styles included to get you started. Please remove any identifying information, and the information in italics. Remember to include page numbers.

Executive summary

One page overview of the key items in the report. The reader is informed why the evaluation was done, what was done and the findings in brief - it is like a mini report and is quite tricky to do. Hint: do this section last.

Introduction

Includes background and rationale, purpose and evaluation questions, decisions – taken from the evaluation plan – write in past tense and third person. Include a description about what will be covered in the report.

Background and rationale

Purpose and evaluation questions

Decisions

Methodology

Includes evaluation design, i.e., type of evaluation - formative, summative, etc, sampling tools, e.g., questionnaire etc., participants. This information can be taken from the evaluation plan – use past

tense and third person. Additional information to be included is how the data was analysed and interpreted for the Results.

Results

Describe the key findings from analysis of the data using tables and/or graphs to illustrate and explain the key features of the tables or graphs. Note: it is not necessary to describe every piece of data, just inform the reader about the important and main findings, and key things to look for in the graphs and tables. Do this under each graph or table, and you may wish to include a summary of the results at the end of this section.

Discussion

This is where the main findings and unusual findings are discussed in relation to the evaluation questions and the methods you used. Discuss what the results demonstrated in terms of the decisions to be made, and the expectations of the evaluation. Include references to other studies – how the study was similar or different, or provided new information in the field of evaluation. Also mention any unexpected findings, what worked and what did not, limitations to the study and ideas for further investigation.

Conclusions and recommendations

A half page summary of the evaluation – key points about the evaluation you wish to leave with the reader, and a list of recommendations.

References

Provide a list of references referred to in the report. Use APA referencing.

Appendices

Include examples of sampling tools used in the evaluation, e.g., questionnaire etc, and any data e.g., tables not presented in results section etc.