

TEMPLATE

Assessment Report Review Checklist

A structured review workbook for reports, profiles, score summaries, and recommendations.

Designed for adult professionals and curious learners. Original AdriaMont Institute material, adapted from expert teaching, research, and professional practice.

Use this to review whether an assessment report is understandable, evidence-aware, fair, development-oriented, and useful.

BEST USED FOR	Assessment reports, HR feedback, education reports, diagnostic tools, digital learning reports
OUTPUT	A report quality review and concrete revision notes
LENGTH	Checklist workbook

Source and privacy note: Designed from AdriaMont's measurement literacy and feedback principles. It is suitable for reviewing public-facing reports and internal drafts.

Review logic

A report is not only a container for scores. It is a communication product that tells users what was assessed, what the evidence means, what can be done next, and what should not be concluded.

Use this checklist as a revision tool. It is especially useful when a report looks polished but may be unclear, overconfident, or insufficiently connected to real decisions.

Core quality checklist

AREA	REVIEW QUESTION	PASS OR REVISION NOTE
Purpose	Is the intended use clear?	
Constructs	Are the measured concepts defined in plain language?	
Evidence	Does the report explain what data produced the result?	
Scores	Are score meanings explained without false precision?	
Uncertainty	Are limits, confidence, and classification risk communicated?	
Fairness	Are bias, accessibility, and comparability considered?	
Recommendations	Do next steps follow from evidence?	
Tone	Is the language respectful and development-oriented?	

Evidence and interpretation review

MAIN SCORE OR PROFILE	What does the report claim to measure?
EVIDENCE BASE	What items, tasks, ratings, observations, or data sources produced the result?
STRONGEST INTERPRETATION	What is the most defensible conclusion?
WEAKEST INTERPRETATION	Which conclusion seems overstated or unsupported?
UNCERTAINTY NOTE	How should the report communicate uncertainty or limits?

User experience review

ELEMENT	LOOK FOR	IMPROVE IF NEEDED
Opening summary	Clear purpose and respectful framing.	Add context before showing scores.
Visuals	Charts that help interpretation rather than decorate.	Remove visual precision that the evidence cannot support.
Levels	Plain explanations and boundary logic.	Avoid labels that feel like identity categories.
Recommendations	Specific, realistic next steps.	Replace generic advice with task-linked actions.
Limits	A visible statement of responsible use.	Add what the report should not be used for.

Final revision note

KEEP	Which report elements are clear, useful, and evidence-aligned?
REVISE	Which score explanations, labels, visuals, or recommendations need editing?
REMOVE	Which claims, categories, or details create unnecessary risk?
CLARIFY	What provider or author question must be answered before release?
APPROVE CONDITION	What must be true before this report is shared with users?

Use this checklist with How to Read an Assessment Report.