

Overview Quality Check Criteria

Quality checking Scrutiny Reports		
<p>The report should:</p> <ul style="list-style-type: none"> • inform, explain, and persuade; • transmit ideas, or information, facts, or findings; • research or define a problem/issue and draw conclusions about it; • make recommendations about ways of doing things, making improvements or changes; • record information for other people to refer to. 		
Criteria	Yes/No	Comments/Feedback
Has the report responded to the original scope?		
Are the findings measured and tested; and/or gathered through observation? E.g., questionnaires, visits, tests ?		
If there is any financial information, is it clear and understandable?		
Is the data analysed so that you understand why it has been used?		
If witnesses have contributed are their views clearly stated?		
Are key points summarised in any long sections?		
Are the conclusions set out clearly and sum up the main findings?		
Do the conclusions set out what should be done (or show options), why it should be done and by whom?		
Are the recommendations clear, and are they based on the content?		
Are appendices attached to the document?		
Are quotes and references shown at the back of the document?		
<p>Are all sections in the report complete?</p> <ul style="list-style-type: none"> • Title page • Acknowledgements • Contents • Summary • Introduction • Methodology • Results or findings • Analysis • Conclusion and recommendations • References • Appendices 		