Test Report Formatting

Craig Eben

All single spaces, size 12 font, standard margins, left side indent (unless otherwise noted) and Times New Roman.

1. Your Name (Top Left)
2. Project #/Page # (Top Right)

Test

1. Name of Test (Center)
2. Summary-Paraphrase of what test is about
3. Administered-How was the test delivered
4. Interpretation-What can the results mean?

Project

1. Personal Results-What were the results of your administration of the test
2. Participant Results-What were the results of your administration of the test to others (3)
3. Graph-(Title the graph and label the axis) Graph your participant and self against norms
4. Discussion-How did participants and you fall on the average/what does it mean? Further thoughts

Sample:

Craig Eben Project 1/Page 1

Sample Test

Test

1. Summary: This is the summary of my test.
2. Administered: This is how I administered the test.
3. Interpretation: This is what the range of results can mean for the test.

Project

1. Personal Results: These were the results I got from taking the test.
2. Participant Results: These are the results the three participants received when I gave the test.

How to Make a Sample Report

Scores

Participants

1. Discussion: This describes my participants/self’s results in detail and what they mean.