



REPORT FORMAT

Survey Analysis Report

(Prepared after each administration of an HEC proforma)

This is a blank reporting format. Completed reports for each cycle are published by the Directorate of Quality Enhancement as they are approved. Results are reported only in aggregate; individual responses are never attributed.

Instrument .. Semester / Year ..
Population .. Responses Received ..
Response Rate .. Date of Analysis ..

1. Method and Coverage

2. Item-Level Results

#	Item	Mean	Strongly Agree %	Disagree %

3. Results by Department

Department	Responses	Mean Score	Rank



4. Highest-Scoring Areas

5. Lowest-Scoring Areas Requiring Attention

6. Themes From Free-Text Comments

7. Recommended Actions

#	Issue	Recommended Action	Referred To	Target Date

Analyst — signature & date

Director QE — signature & date