The above format is only an example of what assessment data to include in a summary version of your program. If you choose to use a customized format, please use the same column headings since they are similar to the headings and data windows used in our TracDat system.

Instructions:
- You may use this example to guide you in developing a summary version of all your unit / program assessment results.
- When you’ve completed a summary of your unit / program assessment results, action plan and follow-up, please submit your documentation to your program assessment leader.
- If your assessment plan does not change after your initial submission, your summary assessment report in subsequent periods will only need to include updated program summary results, action plans and follow-up information for the most recent period.