Annual Assessor Tracking Sheet

Quality Assurance Department

**ASSESSOR/DISCIPLINE:**

**Criteria:**

1. **Response time RATING: [1(poor) 2 3 4 5 (excellent)]**

**Comments:**

1. **Includes and answers all questions RATING:**

**Comments:**

1. **Report Quality (consider criteria below) RATING:** 
   1. **Spelling/Grammar/Content**
   2. **Conclusions/Rationale well supported**

**Comments:**

1. **Using technology/security measures RATING:**

**Comments:**

1. **Providing clarification if necessary RATING:**

**Comments:**

**Score: /25**

**Date:**