2026

Annual Assessor Feedback Sheet

ASSESSOR/DISCIPLINE:	
RATING SCALE:	**1** · **2** · **3** · **4** · **5** *(excellent)*

	Criteria	Specifics Considered	Rating	Comments	Suggestions
1	**Intake**	• Response time to Intake team when scheduling			
2	**Tracking and Formatting**	• Report submission timelines • Submission of forms with report • Formatting to our template			
3	**Response time to QA**	• Response time to QA			
4	**Report Quality**	• Questions included and answered • Spelling/Grammar • Conclusions/Rationale well supported • Documentation Highlights included			
5	**Providing Clarification to report if necessary**	• Is appropriate clarification provided when requested?			

Score:	**/ 25**

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