

WORKSHEET 5

Data Auditing Checklist

Review your data for completeness, accuracy, and readability. Check Yes or No for each item and use the Notes column to record any actions needed.

Consideration	Yes	No	Notes
Can you easily track or upload your data for review? (e.g., in an Excel file or spreadsheet)	<input type="checkbox"/>	<input type="checkbox"/>	
Are your responses complete? (i.e., not missing significant chunks of data)	<input type="checkbox"/>	<input type="checkbox"/>	
Is your data entered consistently? Are there any gaps in entry that need to be reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your data look accurate? Look for abnormal entries (N/As, blanks, or responses that don't align).	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to analyze your data? (Adding/Summing, Averaging, Counting frequency, Comparing)	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any outliers throwing off your analysis? Look for typing errors or other mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Can you easily share your data if needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your questions easy to understand? Will clients answer them without difficulty?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all questions have appropriate response options?	<input type="checkbox"/>	<input type="checkbox"/>	

Tip: Use the Notes column to identify solutions or additional context for any area needing attention.