



Reports are monitored to ensure that they meet the approved specification or project design for the work and provide an accurate and understandable account of the work and its' results. In most circumstances the following is tested: -

Does the report set out the context in which the work was undertaken and the methodology for the fieldwork?

Was sufficient documentary research undertaken to place the results of the work in their historic context?

Does the report provide an understandable structural report with a context?

Does the report contain at least two plans, one showing the site's location in respect to the wider geography of the area, and a second showing the position of the excavated trenches/areas in relation to the surrounding boundaries and any archaeological features uncovered?

Does the report contain suitably selected plans, sections and photographs of significant archaeological features to illustrate the main findings of the work?

Is there a catalogue by context of all artefactual material found and has a summary report on the artefactual and environmental assemblage and an assessment of its potential for further study, been prepared by suitably qualified individuals?

Were any environmental or technological samples taken if so have they been assessed in order to determine their significance and value for further investigation?

Have details of the project archive and the location for its deposition been given?

Taking into consideration all of the answers to the questions above is the report acceptable?

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