STAGE 3: Processing Information - Checklist

**Analyze and Reflect**

- **Evaluate my information sources**
  Have I examined my information for relevance, bias, accuracy, currency, point of view, and authority?

- **Develop notes related to my information needs**
  Have I kept good point-form notes?
  Have I included information from different viewpoints?
  Have I recorded my own thoughts, ideas, and reflections?
  Do I have enough information?

- **Use information honestly**
  Have I carefully recorded all sources of information?
  Have I acknowledged sources of quotes and ideas?
  Have I followed all copyright laws?

**Test Ideas**

- **Test ideas to adjust research and strategies**
  Does my information relate to my topic, thesis?
  Do I need to adjust my focus or research plan?
  Have I discussed my ideas with others?

**Sort Information**

- **Use organizers and headings to sort and record**
  Have I made use of graphic organizers to help me look for patterns and relationships?
  What organizers would best help me to analyze my gathered data?
  Would a database or spreadsheet be helpful?

**Synthesize Findings**

- **Make generalizations**
  Did I discover trends and patterns in my collected information?
  Did I find relationships?
  Do I have conflicting information?

- **Formulate conclusions**
  Have I been able to form my own personal opinion?
  Have I formulated an arguable thesis?
  Can I justify my perspective with supporting evidence?
  Have I developed convincing arguments?
  Have I developed an outline or flow chart to consolidate my findings?