



Handling Data: The Big Six

Handling Data or statistics is an important part of all our lives.

Reliable or trustworthy data can improve your understanding and help you to make good decisions.

Unreliable or untrustworthy data can confuse you and might lead you to make poor decisions.

Use this checklist to make sure the **data you share** is reliable.
Check each step **before** you move to the next one.

STEP 1: Understand the starter question, the target population and the audience.

- I understand the starter question
- I know who to include
- I know who will look at the data

STEP 4: Present your data clearly so your audience will understand it.

- I used a clear title
- I have made the starter question and the target population clear
- I used the labels, scale and key that were needed

STEP 2: Collect your data systematically and record it accurately.

- I used a system to collect my data
- I recorded my data carefully
- I checked my data

STEP 5: Interpret your data to answer the starter question.

- I can answer the starter question using my data
- My target audience can understand my data

STEP 3: Organise your data to allow you to answer the starter question and include the target population.

- I am still answering the starter question
- I have chosen the best way to present my data

STEP 6: Check that your data is ready.

- The whole population is included
- There is no unnecessary information which might confuse my audience