**Pre-Observation Form (Form 1)[[1]](#endnote-2)**

**(Teacher’s Personal Record)**

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week \_\_\_\_\_\_\_\_\_\_\_

Mentor/Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue \_\_\_\_\_\_\_\_\_\_\_

Mentee/Tutee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the aims and outcomes of the lesson? What other contextual information is relevant?

What would **you** like feedback on?

(e.g. use of new approach, interaction with students, use of technology, pace and timing, etc.)

What criteria are relevant to the observation?

(e.g. good use of activities to engage students, evidence of students’ attention and interest, good presentation skills)

What information does your observer need to be aware of?

(e.g. any changes you have incorporated, group problems or issues)

**Observation Form (Form 2A)**

**(Teacher’s Personal Record)**

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue \_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week \_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Teaching characteristic** | **Comments** |
| 1. Organisation

Appropriate selection of aims, objectives and content. Appropriate organisation of content. Planning the use of resources and materials. |  |
| 1. Presentation

Clear introduction, continuity with other sessions and students’ knowledge. Clarity of aims and objectives. Clarity of presentation and organisation. Appropriate pace and timing. Attempts to respond to student needs. Attitude to students (manner, style). Summary and reference to future work. |  |
| 1. Teaching approach and aids

Choice of teaching/learning approach and its relevance to learner group. Methods used to check/evaluate learning. Choice and use of teaching activities. Effective use of question and answer. Encouragement of student interaction. Management of the session, including opening and closure. |  |
| 1. Student response

Level of participation. Level of attention and interest. General class atmosphere. |  |
| 1. General observations
 |  |

**Observation Form (Form 2B)**

**(Teacher’s Personal Record)**

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue \_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week \_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes on the observed lesson

(can be attached as separate pages)

Things that went really well (about three)

Suggestions for the future (about three)

**Teacher’s Reflective Notes (Form 3)**

 **(Teacher’s Personal Record)**

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue \_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week \_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What I have learned about my practice is…

Changes I would like to make in my practice are…. because…..

The professional development I need is…

The actions I will take are…

# Record of Observation (Form 4)

**This record of teaching observation should be sent to the (Vice) Dean at the end (Week 14) of the semester.**

Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observed teacher (name and division):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observe (name and division) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching lessons observed, date and time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of lesson (e.g. 1A, 2B, ) or course tittle:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of observer and observed and date:

1. Source: Queen Margaret University, Edinburgh. [↑](#endnote-ref-2)