

Information about the review:

This page will form the basis of the discussion with your reviewer before and after the event.

Name of the person to be observed (Observee):	
Department/School:	
Observer's Name:	
Expected Date of Observation:	
Course title:	Total. No. in Class:
Level of study:	No. of. Students present:
Type of session:	
Duration of session (in minutes):	Duration of observation (in minutes):

Aims (two or three sentences which broadly outline what you aim to do in this session)

This session aims to:

Reviewer's Feedback

Areas to be observed

1.Organization	Reviewer's remarks
<p><i>Was the instructor well prepared for the class? Did the instructor utilize a plan? How did the students respond?</i></p>	

<p>2. Content <i>Was the content discussed well? Was it suitable to the level? Was there enough information, too much or too little?</i> Opening: <i>Did the introduction capture a general impression of the topic? Was there any connection of this session to a previous one? Was the learning outcomes clearly conveyed to the students?</i> Ending: <i>Were main ideas or key concepts summarized? Was referral to other materials or works provided as reinforcements?</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>3.Approach <i>What methods of teaching were used? Did the methods capture the overall objective of the session?</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>4.Student Participation <i>Were the students aware of how to carry out required tasks? Were the tasks completed?</i> <i>Was learner activity and participation encouraged? If yes, how?</i> <i>Were students tested in any way to determine how much they had grasped?</i></p>	<p>Reviewer's remarks</p>
---	----------------------------------

<p>5.Pace & Volume <i>Was the session conducted at a reasonable pace?</i> <i>Was the speaking pace of the instructor apt, too fast or too slow?</i> <i>Was the speaking level too loud, or too soft?</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>6.Models/ Examples/ Illustrations <i>Were relevant models/examples given to students? Were they given by the instructor & the students as well? How did the models/examples help student learning?</i></p>	<p>Reviewer's remarks</p>
---	----------------------------------

<p>7. Strengths <i>What are some keys strengths of the instructor?</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>8. Materials and resources <i>Were materials and resources provided? How did they contribute to the overall student learning experience?</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>9. Classroom setting <i>Was the room conducive to learning? Did the place help or distract students? Specify</i></p>	<p>Reviewer's remarks</p>
--	----------------------------------

<p>10. Overall Impression <i>At the end of the session, what skills, ideas and concepts would the students have acquired?</i></p>	<p>Reviewer's remarks</p>
---	----------------------------------

<p>Areas to build on <i>What areas for improvements should the instructor focus on?</i></p>	<p>Reviewer's remarks</p>
---	----------------------------------

Signature of Observer:

Date:

Responses by Observee:

.....

.....

.....

.....

Signature:

Date:.....