

ICRGU Peer Observation Form

This form has three sections – pre-observation, observation and post-observation

(i) Pre-observation

Form A

This form should be completed by the observee prior to the observed session. It should be given/ sent to the observer before the session accompanied by any supporting documentation such as a lesson plan and/or handouts to be used in class.

(ii) Observation

Form B Part 1 and Part 2

Part 1 and Part 2 should be completed by the observer. Part 2 should be completed using notes taken during the observation.

(iii) Post-observation

Form C Part 1 and Part 2

Part 1 should be completed by the observee after the observed session.

Part 2 should be completed jointly by the observee and observer during the post-observation meeting.

Part 2 is the only documented part of the peer observation which constitutes part of the post-teaching review.

Form B – Observation - Part 1

This form should be completed by the observer prior to the observation

Semester		Date of Observation	
Week of Semester		Time of Observation	
Duration of Session		Duration of Observation	

Name of Observer	
Position/Status of Observer	
Name of Sessional	

Module Name		Module Code	
Programme of Study			
Level of Study	University Foundation	1 st Year Degree	Pre-Masters
Type of Session	Lecture/ Seminar	Small Group Tutorial	Lab Session
Number of Learners present	Total present		Total Registered Students

Form B - Observation - Part 2

This form should be completed by the observer using notes taken during the observation.

1	Aims and Learning Objectives	Yes	Unclear	No	N/A
a	The overall aim of the session is clear and appropriate				
b	Learning objectives support the overall module outcomes				
c	Learning objectives are communicated clearly at the start of the session				
d	Learning objectives are communicated clearly throughout the session				
e	Learning objectives are reviewed at the end of the session				
Strengths					
Areas for Improvement					
2	Planning and Organisation	Yes	Unclear	No	N/A
a	The lesson plan is clear and sufficiently detailed				
b	The lesson plan is appropriately structured and realistic in terms of time management				
c	The teacher is punctual and organised				
d	Time is well-utilised and a good pace is maintained throughout the session				
e	The session is placed within the broader context of the module/ programme (linked to previous teaching sessions)				
f	The classroom and learning resources are used effectively (e.g. writing on the whiteboard is clearly set out, presentation slides are clear and appropriate)				
Strengths					
Areas for Improvement					

3	Teaching Methods and Approach	Yes	Unclear	No	N/A
a	A variety of teaching methods are used to promote learning				
b	The teaching methods used are appropriate to the module, with differentiation displayed to account for varied student abilities				
c	The teacher shows a thorough knowledge of the subject content covered in the session				
d	The teacher emphasises and summarises key points				
e	The teacher checks understanding effectively and uses student mistakes/ misconceptions constructively to facilitate learning				
f	The teacher encourages high standards of effort, accuracy and presentation in students				
g	The content is made interesting and supports the achievement of the learning objectives				
Strengths					
Areas for Improvement					
4	Delivery	Yes	Unclear	No	N/A
a	The teacher speaks clearly – appropriate volume, pace and language grading (for international learners)				
b	The tone and style used are appropriate				
c	The teacher shows enthusiasm and maintains learners' interest throughout the session				
d	The teacher maintains eye contact and uses appropriate body language				
Strengths					
Areas for Improvement					
5	Student Participation and Engagement	Yes	Unclear	No	N/A

a	The teacher maximises student interaction and participation (e.g. encouraging participation from non-contributing students, providing opportunities for students to ask questions and feedback)				
b	The teacher praises students regularly for effort and achievement				
c	The teacher maintains an appropriate level of class control/ discipline and takes prompt action to address poor behaviour				
d	The teacher has a good rapport with students				

Strengths

Areas for Improvement

6	Knowledge/ Content	Yes	Unclear	No	N/A
a	The content supports the achievement of the learning objectives				
b	The content covered is at an appropriate level for the needs and abilities of the students				
c	The tutor shows a thorough knowledge of the subject content covered in the session				
d	Knowledge is made relevant and interesting for students				

Strengths

Areas for Improvement

7	Use of Teaching Space and Resources	Yes	Unclear	No	N/A
a	The teacher uses the classroom space effectively to engage the students				



b	ICT learning resources are used where appropriate				
c	Learning resources used support the learning objectives				
d	Learning resources are used effectively (e.g. writing on the whiteboard is clearly set out, presentation slides are clear and appropriate)				

Strengths

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Areas for Improvement

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8	Additional Study/ Tuition	Yes	Unclear	No	N/A
a	Homework is set appropriately				
b	The learning objectives for additional work are explicit and relate to the work in progress				
c	Homework set previously is followed up				
d	The tutor makes clear links to the following session				

Strengths

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Areas for Improvement

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Observer Summary

		Excellent	Good	Satisfactory	Unsatisfactory
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1	Aims and Learning Objectives				
2	Planning and Organisation				
3	Teaching Methods and Approach				
4	Delivery				
5	Student Participation and Engagement				
6	Knowledge/ Content				
7	Use of Teaching Space and Resources				
8	Additional Study/ Tuition				
	Overall Rating				

Additional Comments

Form C – Post-Observation – Part 1

This form should be completed by the sessional following the observed session.

What do you feel went well during your session?	
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If you were teaching this topic/session again, what changes would you make?	
Are there any other comments you would like to make about the observed session?	

Form C – Post-Observation - Part 2

This form should be completed and agreed upon by the observer and the sessional at the post-observation meeting.

Sessional		Date of Meeting	
Observer		Time of Meeting	
Good Practice Points for Sharing (Highlight any ways in which good practice observed during the session could be shared with other colleagues)		Action Points (Highlight any ways in which the teacher could continue to develop their practice)	
1			
2			
3			
4			
5			
6			
Proposed Review Date			

Signature of Sessional		Date	
Signature of Observer		Date	