# Form 1 Observation

<table>
<thead>
<tr>
<th>Name: Observed</th>
<th>Name: Observer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of session</td>
<td>Length of session</td>
<td>Length of observation</td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field trip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course number</td>
<td>Number of students</td>
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</tbody>
</table>

To be filled in by the observed

What are the intended outcomes?

How will you achieve these?
To be filled in by the observer

| Comment generally on the overall quality of the session in relation to intended outcomes. |
3. To be filled in by the Observer

Comment on strengths and make suggestions on following issues

<table>
<thead>
<tr>
<th>Issues</th>
<th>Strengths</th>
<th>Suggestions</th>
</tr>
</thead>
</table>
| **Introducing the session** | - explanation of intended outcomes  
                          - establishing relation to previous work/activity  
                          - Overview |
| **Planning and Organization** | - Preparation  
                          - Alignment of outcomes, strategies and evaluation  
                          - Timing |
| **Methods and approach** | - Transmission  
                          - Interactive  
                          - Discussion breaks |
| **Delivery and pace** | - Voice  
                          - Manner  
                          - Enthusiasm  
                          - Questioning |
| **Content** | - Accurate  
                          - Current  
                          - Relevant  
                          - Referenced  
                          - Appropriate examples  
                          - Pacific examples if appropriate |
| **Student participation** | - Encouraged  
                          - Group activities  
                          - Application of knowledge |
| **Use of Resources** | - Power point  
                          - Print material  
                          - Whiteboard etc |
FORM 2
SELF ASSESSMENT

To be filled out by the person observed

<table>
<thead>
<tr>
<th>Name of observed</th>
<th>Name of Observer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of course</td>
<td>Date/time</td>
</tr>
<tr>
<td>Type of Session</td>
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</tbody>
</table>

Complete this page before the observation and use it for the pre-observation discussion with the person observing your class. Complete page 2 after the session.

1. Aims and intended outcomes of the session and their link to the rest of the course.

2. Outcomes – what do you want the students to learn and how they will use it?

3. Rationale – why are you doing things this way?

Discuss this with your peer observer.
4. From discussion with the observer, feedback, and reflection what do you think worked well?


5. Changes you would make – if any and why?


6. Action plans as a result of this observation and discussion

<table>
<thead>
<tr>
<th>Actions</th>
<th>How to achieve</th>
<th>Timescale</th>
<th>Indicator of success</th>
</tr>
</thead>
<tbody>
<tr>
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