# Observation of teaching form

This form needs to be completed by the Observer and discussed with the person who has been observed. The boxes will expand as you enter text.

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| Name of the person observed (Observee) |  |
| Department/School/Institute |  |
| Observer’s Name |  |
| Date of Observation |  |
| **Details of Peer Observation** | |
| Give specifc details of the type of peer observation being conducted and the main focus of the observation. (e.g review of module EZ3XXX exam feedback session, with aim to identify areas for improvement/clarity and also areas of good practice). | |
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| **Organisation and Structure of Session** | |
| Provide detailed comments on how clear the information was – if it was well organised, with clear structure and easy to follow. Did you, as the reviewer, understand the information and, when applicable, what you needed to undertake? Highlight areas of good examples and also where improvements are needed. | |
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| **Content and Clarity** | |
| Please comment on how easy the teaching material was to follow, was the content always relevant to Learning and Teaching aims. Did you, as a reviewer, understand the information supplied and, when applicable, what you needed to undertake? Are there areas that need updating to make the information clearer and/or more relevant. | |
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| **Use of Technology (where applicable)** |
| Please comment on the use of technology. What was used, was it used effectively and did it enhance learning? Where does areas need to be strengthend and how could this be implemented. |
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| **Student Engagement (where applicable)** |
| Comment on how engaged the students were in the session. Were students actively involved? If so, how? Was a productive working relationship between teacher and student evident? Were students encouraged to reflect on their learning? What were the student comments on this session. |
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| **Items for discussion in the debrief** |
| **Highlight areas of good practice** |
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| **Highlight areas that need further developments** (include further description of any critical comments) |
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| **Response from the Observee** |
| The observee should respond to the comments provided by their observer. These comments should form the basis for an action plan for developing future academic practice. The following questions may be used to guide the responses:   * What did you feel were the most important points to emerge from your interactions with the observer? * What changes, if any, will you make as a result of your engagements with your observer and your subsequent reflection?   + to the particular session   + to your teaching more generally   + any other comments about the observation |
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We agree that this is a fair record of the Observation (to be signed following the debrief session and copies kept by observer and lecturer)

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| Signature of Observee |  |
| Date |  |
| Signature of Observer |  |
| Date |  |