Queen Mary Academy Teaching Observation Pro-Forma

## Section A: About the Teaching Session

(To be completed by the observee and sent to observer before the teaching session).

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| **Name of Observee** |  |
| **School/ Institute** |  |
| **Name of Observer** |  |

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| **Topic of session** |  | | |
| **Module/Course/Unit** |  | | |
| **Level/Year** |  | **No. students** |  |
| **Type of session  (lecture/seminar/practical…)** |  | | |
| **Date of session** |  | | |
| **Time of session** |  | | |
| **Length of session** |  | | |
| **Location** |  | | |
| **Where should the observer sit / stand?** |  | | |

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| 1. **What is the content and structure of the class you will be teaching?** |
| 1. **Describe your students – what is the background or composition of the group?** |
| 1. **What have students been asked to do in preparation for the class?** |
| 1. **What are the aims and intended learning outcomes of the session?** |
| 1. **How do you plan to achieve these?** |
| 1. **What would you like the observer to focus on during the observation? Are there particular areas you would like feedback on?** |

## Section B: Observation Feedback and Comments

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| Please comment on the following aspects of the observed session: | |
| 1. Clarity of the aims and learning outcomes |  |
| 1. Clarity and organisation of the session including timekeeping and structure |  |
| 1. Teaching and learning methods – are they appropriate, are they innovative? |  |
| 1. In-session assessment or review methods – are they appropriate? |  |
| 1. The form and extent of active learning and student participation |  |
| 1. Delivery and pace of the session |  |
| 1. Use of learning technologies (if applicable) |  |
| *Specific areas identified for feedback by observee* |  |

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| 1. **What suggestions would you make to build on strengths and/or improve teaching?** |

## Section C: Post-Observation Discussion

To be completed by the observee after the post-observation discussion

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| 1. **What were the key successes?** |
| 1. **How did the session evolve differently than planned?** |
| 1. **What will you do differently next time?** |
| 1. **What happens next?** |
| **Other comments** |