

Peer Observation of Teaching –Form for documentation

Section 1- Briefing*(to be completed by the observee)*

Observee:	Observer:	Date:
Module:	No. of students:	Activity: (lecture, tutorial, etc.)
Topic:	Session length: (hrs.)	Observation: (hrs.)

Section 2 - Observation*(to be completed by the observer)*

	Identified strengths	Areas for future focus
Clarity and achievability of ILOs:		
Planning & organisation:		
Teaching methods/approach:		
Delivery and pace/time management:		
Content: (currency, relevance, accuracy, use of example, level to match students)		
Student engagement:		

Use of teaching resources:		
Development of students' skills:		
Generation of enthusiasm:		
Feedback and assessment:		
Quality of the session in relation to the agreed focus of the observation:		
Recommendations:		

Peer Observation of Teaching - Form for reporting

To:
Head
The Department of

Dear Sir/Madam

Reporting of Peer Observation of Teaching

Herewith we inform you that the peer observation of teaching of Ms./Mr./Prof./Dr./Rev.....
..... was completed successfully on
..... (M/D/Y). The outcome of this process has been communicated to the Observee. We the undersigned express our satisfaction with the Peer Observation process.

Thanking you

Yours Faithfully

Observee	Observer
Name:	Name:
Signature:	Signature:
Date:	Date: