



CENTRE FOR ACADEMIC PRACTICE
THE UNIVERSITY OF WARWICK

Postgraduate Certificate in Academic & Professional Practice (PCAPP)

Teaching Observation Proforma 2 (TOP 2) (Observation Feedback)

NB.

- a. The form should be completed by the Observer (i.e. Departmental Mentor, Peer Observer or CAP Adviser) during and/or soon after the observation.
- b. Following the observation de-brief meeting, where any action points are agreed, the Observer and Observee should then 'sign off' the form.
- c. A copy of the completed form must be sent to the PCAPP Course Secretary within a week of this 'signing off'. The original should be placed in the participant's Portfolio.

Structure, Planning & Organisation:

Consider e.g.

- ◆ Was session structure explained/made clear to participants?
- ◆ Was session well-planned/organised e.g. was it set in overall context of module/course?
- ◆ Were links made to previous sessions?

Learning Outcomes:

Consider e.g.

- ◆ Were anticipated learning outcomes for session made clear to the students?

Methods & Approach:

Consider e.g.:

- ◆ Were methods/approaches appropriate for the learning outcomes?
- ◆ Could alternative approaches have been used?

Content:

Consider e.g.:

- ◆ If qualified to comment (e.g. as subject specialist), was content current and accurate?
- ◆ Were examples given?
- ◆ Was session pitched at appropriate level for students?

Delivery, Pace, Tone & Timing:

Consider e.g.:

- ◆ Was delivery (e.g. pace, tone, timing of session) appropriate and/or engaging?
- ◆ Were any parts of the session 'problematic' (e.g. too complex, drawn out, hurried etc?)

Participation/Interaction:

Consider e.g.:

- ◆ How did tutor interact with students?
- ◆ Was student/audience participation encouraged and handled/managed well?
- ◆ How (if at all) did tutor check student comprehension?
- ◆ How did tutor deal with e.g. 'the unexpected'/'contingencies'?

Learning Resources:

Consider e.g.:

- ◆ What learning resources (LR) were used? Did they contribute to/detract from session?
- ◆ Were learning support materials of good quality? (handouts, Powerpoint slides, etc)
- ◆ Did students appear engaged by use of LR?

Venue

Consider e.g.:

- ◆ Was venue/room appropriately organised/arranged for session?
- ◆ How well did tutor utilise venue?

Overall style and ambience:

Consider e.g.:

- ◆ Did tutor appear confident/enthusiastic and e.g. have a 'good rapport' with audience?
- ◆ Did students appear attentive/engaged or show signs of boredom/disengagement?
- ◆ Were tutor's presentation skills effective and was s/he clear and audible?
- ◆ Did session 'go well' overall?

Agreed Recommendations/Action Points (where appropriate):

The Observer should summarise here any agreed recommendations for improvement(s) resulting from the *post-observation* discussion between Observer and Observee.

Observer to complete & sign:

Name (print) _____ Observer's Department _____

Signature _____ Date _____

CAP Adviser? _____ Dept. Mentor _____ Peer Observer _____ (tick)

Participant to complete and sign:

Name (print) _____ Observee's Department: _____

Signature _____ Date _____