

Template for Peer Observation of Teaching

School	Department

Observer	Lecturer

Module	Level/Staus/Year

Degree Programme	Mode
	Full-time, part-time, distance, network etc

Type of Activity		
Lecture <input type="checkbox"/>	Practical <input type="checkbox"/>	Discussion Session <input type="checkbox"/>
Seminar <input type="checkbox"/>	IT Session <input type="checkbox"/>	
Other <input type="checkbox"/>	If Other, indicate type of session:	

Date of Observation & Duration	Number of Students	Venue

Additional Information or Comments

CHECKLIST FOR OBSERVING A LECTURE

1. Venue	
<p>Was the venue adequate?</p> <p>Consider: seating, lighting, heating, ventilation, audio-visual facilities, sightlines?</p> <p>If not, could the lecturer have done more to help make the venue congenial?</p>	
2. Context	
<p>Was adequate information available to the students about the lecture course as a whole?</p> <p>Were there sufficient links between this and: previous lectures/other parts of the course/textbooks/study materials?</p>	
3. Learning Outcomes	
<p>Was it made clear to the students what they were expected to learn by the end of the session (cognitive, subject-specific, practical, transferable, professional knowledge and skills)?</p>	
4. Structure	
<p>Was the lecture material well organised, so that the students could follow the structure or sequence adopted?</p> <p>Were key points clearly signposted?</p>	
5. Level	
<p>Was the lecture pitched at a level the students could cope with?</p> <p>Was any provision made for those who experienced difficulties?</p>	
6. Clarity	
<p>Was the lecture clearly presented?</p> <p>Were explanatory comments readily understood by the students?</p>	



7. Use of Examples	
Were examples or illustrations used whenever helpful to students in grasping key points? Did these examples engage with students' knowledge and interests?	
8. Handouts and Other Materials	
Did the lecturer make appropriate use of handouts or other study materials? If so, were these helpful to the students in summarising, amplifying or reinforcing the lecture material?	
9. Audio-Visual Aids	
Were audio-visual aids used wherever needed in conveying the subject matter? Did these promote students' understanding?	
10. Audibility	
Could the lecturer be clearly heard, even by students at the back and sides of the lecture theatre?	
11. Pace and Timing	
Was the lecture material presented at an appropriate speed? Did the lecturer keep to time?	
12. Enthusiasm and Interest	
Did the lecturer present the material in a lively and enthusiastic way? Was students' interest in the subject matter sustained or enhanced?	
13. Interaction	
Did the lecturer find scope for interacting with students e.g. by giving opportunities for questions or comments, or by drawing upon student interest, concerns or experiences?	