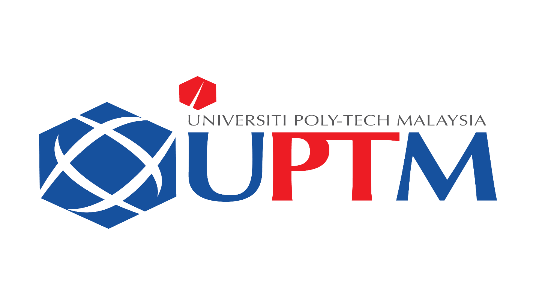
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KUPTM.PHEA.CAES.LI.03-00

Appendix 5

**TEACHING EVALUATION FORM: 1 / 2**

**FACULTY OF EDUCATION, HUMANITIES & ARTS (FEHA)**

**UNIVERSITI POLY-TECH MALAYSIA**

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| --- |
| **INSTRUCTION**  1. This form is used to evaluate students’ performance during class session.  2. It is to be completed by the respective Academic Supervisor/School Mentor.  3. This report contributes:  a. 40% x 1 (class observation) of the total marks. (for Academic Supervisor)  b. 20% x 2 (class observations) of the total marks. (for School Mentor) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | |
| **UPTM ID** |  | | | | | |
| **SCHOOL** |  | | | | | |
| **Date & Day:** | | | | **Time:** | | |
| **Class:** | | | | **Syllabus:** | | |
| **Focus:** | | | | **Theme:** | | |
| **Topic:** | | | | | | |
| **School Mentor/ Academic Supervisor Name:** | | | | | | |
| For each criteria, please rate the student according to the following scale: | | | | | | |
| *1 Poor* | | *2 Weak* | *3 Average* | | *4 Good* | *5 Excellent* |

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| --- | --- | --- | --- | --- | --- |
| **A. PLANNING** | **SCALE** | | | | |
| 1. **Statement of Objectives.**   Teaching objectives are clearly and specifically stated. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Appropriateness of Objectives.**   Teaching objectives are appropriate to the level and ability of the majority of the students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Selection of teaching content.**   Teaching content is appropriately adjusted to the objectives, values and abilities to students. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Organization of lesson plan.**   Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL A:** | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **B. IMPLEMENTATION** | **SCALE** | | | | |
| 1. **Set Induction**   Students’ attention and interest are quickly and effectively directed to the lesson with a well-signalled topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Presentation**   Lesson is presented in a clear manner and according to the sequence and use of appropriate examples | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Pace Of Lesson and Time Management**   Lesson is paced according to the students’ level of comprehension ability and sufficient activities for the duration of lesson | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Command of Subject Matter**   Teacher exhibits a good command of subject matter | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teaching Method and Strategy**   Teaching method and strategy are varied and suitable to the objective and topic | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Use of Teaching Aids**   The teacher makes systematic and effective use of the board. Teaching aids are suitable to the topic and used effectively to reinforce teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Speech and Language**   Teacher exhibits a well-modulated voice; fluent and proficient in the language | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Interaction/Learning Environment**   Student-teacher interaction is pleasant. Equal attention is given to all students; active students’ participation | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Class Management**   Class is managed appropriately and efficiently | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Question Technique**   Effective question technique; form and style of questioning stimulates students’ thinking | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Method of Evaluation**   Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL B:** | | | | | |

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| **C. CLOSURE** | **SCALE** | | | | |
| 1. **Conclusion of Lesson**   Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives. | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Achievement of Objective and Inculcation of Moral Values**   The lesson covers all objectives. Teacher effectively inculcates moral values | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Overall Effectiveness of Teaching**   Overall teaching is effectively carried out | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL C:** | | | | | |

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| **D. TEACHER’S CHARACTERISTICS/PERSONALITIES** | **SCALE** | | | | |
| 1. **\*Teacher Reflection**   Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| 1. **Teacher Innovativeness**   Teacher exhibits positive, innovative and creative approach to teaching | **1** | **2** | **3** | **4** | **5** |
| **REMARKS:** | | | | | |
| **TOTAL D:** | | | | | |

|  |  |
| --- | --- |
| **TOTAL OF A + B + C +D** |  |
|  | |
| **( ) X 20**  **100** |  |

*\*Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

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Name of Mentor/ Academic Supervisor Signature & Date