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Lesson Observation Form

NAME OF TEACHER TRAINEE	Mohammad Jailani Haji Abdul Rahman	NAME OF SUPERVISOR / MENTOR	Tan Szu Tak
PROGRAMME	Diploma in IT Network		
DATE OF OBSERVATION	9 th May 2023	TIME	1.30 to 4.30 am
SCHOOL NAME	School of Information and Communication Technology	GROUP / CLASSROOM CODE	DITN12
		LOCATION OF CLASSROOM/ LAB/WORKSHOP	9.03

MODULE/UNIT/COURSE TITLE	NS4307 – Network Programming
TOPIC / PERFORMANCE OBJECTIVE	Examination Revision
LEARNING OBJECTIVE(S)	1) Able to understand what are to be expected for the Examination 2) Recap topics covered
TYPE OF SESSION (i.e LECTURE, WORKSHOP, PRACTICAL, etc)	Workshop
NUMBER OF STUDENTS	28

PERFORMANCE LEVEL

RATINGS	DESCRIPTION	DEFINITION
3	EXCELLENT	Outstanding performance, exemplary standard in all criteria. Instructor demonstrates excellence in performance and is exceedingly competent in the area of evaluation.
2	GOOD	Merit level of consistency in performance standards. Instructor demonstrates good performance and has shown a good level of competency in the area of evaluation. The session had shown some strength with one or two weaknesses which reduce the overall effectiveness of teaching and learning
1	SATISFACTORY	Working fairly well towards standards. Instructor shows a lack of competency in the area of evaluation. A few aspects of teaching require further improvement. The lesson was not effectively delivered.
0	UNSATISFACTORY	Performance does not meet the requirements. The instructor demonstrates weak/unsatisfactory performance and is incompetent in the area of evaluation. The lesson was poorly delivered.

AREA OF EVALUATION	EVALUATION CRITERIA		MAX. MARKS	MARKS
(A) LESSON PLANNING [18 MARKS]	1	Prepares clear and organised lesson plan	3	2
	2	Has clear lesson aims and objectives	3	2
	3	Aware of teaching methods/technique	3	3
	4	Well thought of and timed lesson procedures	3	3
	5	Prepares appropriate model examples to illustrate concepts taught	3	3
	6	Prepares appropriate activities and exercises	3	3
Lesson Planning Subtotal			18	16
COMMENTS / FEEDBACK REGARDING LESSON PLANNING The lesson plan consistently engage students and promote critical thinking.				
(B) LESSON DELIVERY [33 MARKS]	1	Gives appropriate introduction to lesson	3	3
	2	Discusses learning objectives	3	2
	3	Discusses success criteria with student	3	2
	4	Manages class time effectively	3	2
	5	Presents material well in a variety of techniques	3	3
	6	Illustrates material with sufficient and appropriate examples	3	2
	7	Gives enough activities and exercises	3	3
	8	Conducts suitable closing with a summary of all key points	3	2
	9	Checks students' understanding	3	3
	10	Provides appropriate feedback to students	3	3
	11	Displays self-confidence and speaks fluently	3	3
Lesson Delivery Subtotal			33	28
COMMENTS / FEEDBACK REGARDING LESSON DELIVERY Lesson delivery is consistently good, with clear explanations and engaging activities.				
(C) KNOWLEDGE COMPETENCE [21 MARKS]	1	Displays good knowledge of topic taught	3	3
	2	Addresses misconceptions	3	3
	3	Instructions are appropriately sequenced	3	2
	4	Communicates knowledge and understanding of the topic clearly and easily	3	3
	5	Uses relevant and appropriate examples to illustrate concepts taught	3	3
	6	Asks appropriate questions to check students understanding of the topic	3	2
	7	Displays good knowledge of subject pedagogy	3	3
Knowledge Competence Subtotal			21	19
COMMENTS / FEEDBACK REGARDING KNOWLEDGE COMPETENCE Cg Jailani extensive knowledge of the subject matter continues to benefit students.				
	1	Uses body language and eye contact	3	2

(D) CLASSROOM MANAGEMENT [27 MARKS]	2	Moves around class	3	3
	3	Maintains students' attention throughout	3	3
	4	Organises individual, pair, group work as needed	3	3
	5	Controls undesirable behaviour e.g. noise	3	3
	6	Gives positive reinforcement as appropriate	3	2
	7	Motivates students to participate/interact	3	3
	8	Encourages students to ask questions	3	3
	9	Pays appropriate attention to weak students	3	3
Classroom Management Subtotal			27	25
COMMENTS / FEEDBACK REGARDING CLASSROOM MANAGEMENT The positive and respectful learning environment Cg Jailani have established promotes active student engagement and collaboration				
(E) TEACHING AIDS [9 MARKS]	1	Uses whiteboard effectively	3	3
	2	Effective use of teaching aids (CDs, DVD, pictures, flash cards etc.) when appropriate	3	3
	3	Uses other technology e.g. Internet	3	2
Teaching Aids Subtotal			9	8
COMMENTS / FEEDBACK REGARDING TEACHING AIDS The teaching aids used is consistently effective.				
(F) OBSERVATION, SELF- REFLECTION AND DEVELOPMENT [12 MARKS]	1	Accepts and acts upon feedback	3	2
	2	Practices observation skills and comments well	3	3
	3	Self-reflects on own teaching	3	2
	4	Aware of supportive teaching resources	3	3
Observation, self-reflection and development Subtotal			12	10
COMMENTS / FEEDBACK REGARDING OBSERVATION, SELF-REFLECTION AND DEVELOPMENT Cg Jailani maintains a consistent habitual reflection in areas for improvement				
TOTAL ASSESSMENT MARK			120	106
%			88.33	

<p align="center">SUPERVISOR/MENTOR NAME & SIGNATURE:</p> <p>TAN SZU TAK <i>Tak</i></p>	<p align="center">DATE:</p> <p align="center">15-June-2023</p>
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Please tick (✓)

PLACEMENT SCHOOL'S MENTOR

	1 st Observation		2 nd Observation		3 rd Observation		4 th Observation	✓	5 th Observation
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TVET ACADEMY'S SUPERVISOR

	1 st Observation		2 nd Observation		3 rd Observation
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Copy to mentor, supervisor & teacher trainee

INSTRUCTION TO PLACEMENT SCHOOL'S MENTOR & TVET ACADEMY'S SUPERVISOR

Please email the completed form to TVET Academy's Teaching Practice Coordinator; Cikgu Richard Go See Kai - richard.goh@ibte.edu.bn. within one week after the observation.