

Session Day / Time				Subject			
Venue				Number of Students			
						Comments/Suggestions:	
START OF SESSION	Room arranged for group work			Y	N		
	U:PASS session in progress sign on door						
	Attendance sheets circulated						
	Session began on time						
	Session opened effectively (<i>agenda for session, how are the students going, any questions, etc.</i>)						
	Leader is adequately prepared (<i>enough worksheets/supplies/textbooks/resources</i>)						
Criteria				Outstanding	Satisfactory	Working Towards	Needs significant improvement
DURING SESSION	Students doing most of the talking (<i>collaborating, redirecting questions to each other, gentle hum in the room</i>)						
	Students/leaders referring to resources (<i>textbooks, online, UTS online, lecture notes</i>)						
	Leader involves all students (<i>including quiet or late students appropriately</i>)						
	Leader creates appropriate peer learning environment (<i>supportive, productive, positive, approachable</i>)						
	Worksheets/learning materials are designed appropriately (<i>content, length, current course material, progressive building of understanding, challenge questions</i>)						
	Leader has sufficient understanding of course material (<i>and refers to lecturer/tutor/resources if necessary</i>)						
END OF SESSION	Learning design is creative, engaging and provides variety where possible						
	Time is managed efficiently during session						
	Leader knows and consistently uses students' names						
	Session ended on time (10 minutes before next class)			Y	N		
	Where relevant, Leader directs to further study/resources (hook)			Y	N		

Outstanding: an outstanding performance in this area indicates the Leader has gone above and beyond satisfactory. This recognises the extra effort taken by the Leader in this particular area.

Satisfactory: indicates that the Leader is at the level expected for U:PASS. This is the level that all Leaders should aim to achieve in every session.

Working Towards: indicates that the Leader is working on this area. The Senior Leader or Manager can suggest further strategies to help improve the session.

Needs Significant Improvement: The Senior Leader should advise the Leader about strategies in this target area to assist you in improving. You are also encouraged to consult the Manager or other leaders for support.

Overall Comments/Suggestions:

Leader being observed: what's one thing you're going to work on as a result of this feedback? Write here:

Leader being observed:

QA by:

Supervisor:



U:PASS leader being observed has been given a copy of this evaluation

PLEASE SCAN AND EMAIL EVALUATION TO GEORGINA.BARRATT-SEE@UTS.EDU.AU