

Regent College London

Observation of Teaching Report Form

Academic staff member observed
Name of observer

Unit	Programme
Session title	Type of activity
Date and time of session	Observation time
Length of session	Number of students present

1 Introduction

- Aims, objectives and learning outcome clear
- Structure of the session made clear to students

2 Planning and organisation

- session in overall context of the module
- do the learning objectives support the module learning outcome?
- well structured - introduction, middle and end

Please provide comments based on the observation concerning 1 and 2 above

3 Learning and teaching methods

- teaching methods appropriate to objectives of the session
- student interest and motivation
- variability in the session for student learning

Please provide comments based on the observation concerning 3 above

4 Delivery and pace

- pace and speed of delivery
- rapport with the students
- response to student queries

Please provide comments based on the observation concerning 4 above

5 Content

- support achievement of learning outcomes
- appropriate for level , student abilities and student needs
- up-to-date and well-prepared

Please provide comments based on the observation concerning 5 above

6 Student engagement and participation

- student engagement with content of the session
- strategies used to keep student interest and provoke interaction/queries
- management of students and interactions

Please provide comments based on the observation concerning 1 and 2 above

7 Use of learning resources

- powerpoint, slides and other visual learning resources
- handouts and other material
- effective and appropriate use of learning resources to achieve learning objectives

Please provide comments based on the observation concerning 7 above

8 Summary of the overall quality of the session in terms of achieving the stated learning objectives.

Please provide a summary of the observed teaching session in terms of achieving the stated learning objectives

9 Examples of good practice

10 Areas for enhancement

11 Overall evaluation of the observed teaching session

Provide an overall rating for the session observed by placing a tick against one of the five options available. Then provide a justification for the grading of the observed teaching session in the blank box below the five grading options.

Grading options	Grading
Excellent Excellent teaching with numerous examples of good practice. Full achievement of all stated learning objectives.	
Highly satisfactory Generally very good with minor areas for enhancement in one or two areas. Learning objectives achieved.	
Satisfactory Acceptable standards over the observed teaching session with scope for improvement in some areas. Learning objectives mostly achieved.	
Requires attention Acceptable standards in some areas but with other areas in need of improvement. Some learning objectives not met.	
Unsatisfactory Inadequate. Poor standards over the observed session generally with major improvements needed. Majority of learning objectives not met.	

12 Justification for the grading given to the observed teaching session

Signed by the observer.....

Print name Date Position

13 Comments by the academic staff member whose teaching was observed

Signed by the member of staff observed

Print name Date

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<i>Version</i>	<i>Version 4.1</i>
<i>Update</i>	<i>July 2019</i>
<i>Approval</i>	<i>Academic Board July 2019</i>
<i>Review Date</i>	<i>August 2020</i>