

Lesson Observation Process Review.

This was a questionnaire sent out to teaching staff, with questions about the current lesson observation process.

Strengths

Simple and uncluttered layout, easy to follow.

Logical order: starts with effectiveness, moves to experience, then comparison and leadership relevance.

Mixture of quantitative (Likert-type) and qualitative (open-ended) questions.

Short length encourages completion.

Weaknesses

The statement at the top ("the owner will see your name and email") may discourage honest responses. Anonymity is key for accuracy in internal surveys.

Inconsistent response scales:

- Questions 1–2 use "Very effective" to "Very ineffective" (4-point scale, no neutral option).
- Questions 3–4 use 5-point Likert scales with a neutral middle.
- Question 5 uses categorical options (Yes / No / Somewhat / N/A).

No demographic or role data (e.g., teaching role, department), which would help interpret results.

No explanation of purpose or how data will be used.

Improvements

Make responses anonymous or clearly explain confidentiality.

Use one consistent scale across similar questions (ideally 5-point with a neutral middle).

Add an introduction explaining the purpose and how feedback will be used.

Consider a brief demographic section (role, department, years of experience).