

## CEMPS Physics and Medical Imaging

### Class Observation Record

This is designed to be used as a **three-stage process**, set out in the next three pages.

The **first** page allows the person who will be observed to explain to the observer his/her intentions for the class – how the students should have prepared for the class, what they should gain from the class, how that will be checked or tested.

The **second** page is a checklist of points that the observer should be looking for during the class, in the context of the purpose of the class as explained on the first page.

The **third** page is to encourage the person who was observed to reflect upon the observer's comments on the second page, and upon his/her own views of the success of the class, in the context of the purpose as set out on the first page.

For more information, refer to <<http://newton.ex.ac.uk/handbook/ALL/PeerGroups.html>>

**Omitting any of these stages will greatly reduce the value of the exercise.**

Name of person observed	
Programme of study	
Title of module (module number)	
Level of module	
Location of class within the module ( <i>e.g.</i> week number within the total weeks)	
Type of class (lecture, lab, seminar...)	
Number of students	
Duration observed as a percentage of the scheduled duration of the class	
Name of observer and date	

**1 Preparation - before the class is observed:** to be completed before the class by the person being observed, and given to the observer before the class

**Broad aims of this class within the programme** *How does it link backwards/forwards/sideways to other classes in this or other modules?*

**Specific intended learning outcomes of this class** *What do you want to achieve from this class - in terms of subject-specific outcomes, core academic outcomes, personal skills outcomes? How do you propose to check the extent to which these have been achieved?*

**Students' preparation for this class** *How were the students expected to prepare for this class - general reading, specific reading, specific assignment, assignment given to selected students? How serious are you about that expectation?*

**Assessment of the intended learning outcomes** *How/when will these be assessed? How will the students know the criteria of assessment?*

**Students' learning after the class** *What learning activity do you want the students to undertake after the class? How will you set this up during the class? How/when will you check that they have undertaken that learning activity?*

**2 Observation of the class:** to be completed immediately after the class by the observer, and given, with verbal feedback, to the person who gave the class

**Opening the class** *Clarity of purpose/intended learning outcomes - review of previous work - links to other classes/module/programme - activity expected of the students in the class - reference to assessment?*

**Main part of the class** *Appropriateness of structure, presentation and pace - sensitivity to students' reaction - making use of opportunities - conveying enthusiasm? **Engagement of students in active learning?***

**Closing the class** *Summary of learning outcomes achieved - achievement of planned outcomes - further linking to later/parallel work - expectation of learning activity to be undertaken **after** the class?*

**Overview** *Appropriateness of structure/pace - effectiveness of presentation - encouragement of personal skills development - appropriate use of resources - rapport with students - motivation/engagement of students?*

**Quality of the student learning experience in this class:**  
*Points of good practice worthy of wider dissemination*

*Suggestions for areas of improvement*

**3 Reflection following the class :** to be completed by the person who gave the class, following receipt of the observer's comments

**Reflection on achievement** *Extent to which you achieved your intended learning outcomes for this class - what were you pleased with - what were you disappointed with ?*

**Reflection on planning** *If anything did not go as planned was it a problem or a benefit - what is there to learn from it?*

**Reflection on observer's comments** *Are these fair comments - did anything here surprise you?*

**Reflection on students' learning experience** *What action will you take to build on the points of good practice, to correct areas of weakness and to follow up the observer's suggestions for improvement?*