



## School of Physics

### 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/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 (e.g. 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?*