

Quality Code for Higher Education

Higher Education Peer Observation Form

Name of observed HE lecturer	
Name of observer	
Date and time of observation	
Date of feedback meeting this might follow on directly from the observation itself by agreement but should take place whilst the session is still fresh in mind.	
Module	
Teaching location	

Pre-Meeting What does the observee wish the observer to focus to gain in-depth feedback upon?

Evidence of session planning e.g. previous learning recap / lesson contextualised, paper / electronic based lesson plan given, evidence of a structure.
Did the session evidence higher level skills development in students e.g. were students stretched and encouraged to utilise higher level skills such as reflection and critical thinking? Was the session at the right level?

Evidence of student engagement
Strengths of session Was there good practice that could be usefully shared?
Post-Meeting: Opportunities for Development The observer may reflect on both how the session could be improved and on the development of teaching skills.
Post-Meeting: Summary by the observer
Post-Meeting: How has the process made you reflect on your approach to teaching and student learning? To be completed by the observed lecturer
Post-Meeting: Elements to consider incorporating into your teaching Both can contribute to this

Final Reflections		
Key Strengths	Areas for Improvement	
Feedback from Students		
We are both satisfied that we have captured the points we made in the observation and reflection process		
Observed Lecturer	Signed	Date
Observer	Signed	Date
<p>Please note: This report is principally for the benefit of the observed, but also developmental for the observer.</p> <p>A copy should be retained by the observed lecturer.</p> <p>The observer will return a copy to the HE & Skills Department to retain as evidence that the observation has been completed.</p> <p>The observer will provide the observed lecturer's Curriculum Manager with a copy, for reference at developmental meetings. A further meeting will be held between the observed lecturer and the Curriculum Manager (or equivalent) to agree a Development plan following the observation.</p>		