

Appendix 7

Peer observation and review: Example 2 (from the U.K.)

The following template for recording comments and suggestions arising from peer observation of a lecture was developed by Professor Phil Race, Leeds Metropolitan University, and has been peer-reviewed by members of the U.K. Staff and Educational Development Association (SEDA). University of Auckland staff have permission to modify this template as necessary or appropriate to teaching circumstances and needs.

Name of lecturer:		Name of observer:	
Date of lecture:		Time of lecture:	
Venue:		Topic of lecture:	
Date of report:		Approx no. of students:	

Aspects of the lecture	Comments and suggestions
1. First impressions made by the lecturer:	
2. How the intended outcomes of the lecture were made clear to students at the beginning of the lecture:	
3. How this particular lecture was put into context regarding previous and forthcoming lectures:	
4. How intended evidence of achievement of the learning outcomes was clarified to students during the lecture:	
5. How the intended learning outcomes were revisited towards the end of the lecture:	
6. How the lecturer checked the extent to which the students felt they had achieved the intended learning outcomes:	
7. The general tone and style of the presentation:	
8. How visual aids were used to enhance students' learning:	

Aspects of the lecture	Comments and suggestions
9. How student diversity (ethnic origin, disability, learning needs) was catered for during this particular lecture:	
10. How body language was used to enhance communication at the lecture:	
11. Tone-of-voice, clarity of diction, audibility, and so on:	
12. What students seemed to be doing during the lecture:	
13. The extent to which students were kept actively learning during the lecture:	
14. How students seemed to be using any handout materials during the lecture:	
15. How students' questions were invited and handled during the lecture:	
16. How well use was made of the available space as a learning environment:	
17. How links were made between the content of the lecture and how this would be assessed:	
18. Comments about the close of the lecture:	
19. Any further overall comments and suggestions:	
20. Further specific things on which the lecturer asked for feedback: 1	

Aspects of the lecture	Comments and suggestions
2 3	
21. The extent to which 'the lecture' was the most appropriate format to help students to achieve the learning outcomes:	
22. Action planning comments by observer, for example things to consider in own teaching:	

(Phil Race: 2007)