

Observation Feedback Form			
Focus		Date	
Time		Location	
Course		Department	
Level		Number on Register	
Number in Attendance		Number Late	
Staff Member		Moderator	

Lesson Type						
Whole Class		Group Work		Individual Work		Mixture
Other, please state						

Context

Lesson Activity								
Theory		Practical		Mixed		EPLP		Assessment

Specific areas for observation			
Category	Sub-category	Grade	Comments
Planning for learning	Planning for individualised learning		
Progress	Progress, skills and knowledge development		
Assessment for Learning	Variety and checks on learning in class		
	Feedback in class		
	Feedback on marked work		
English and maths	Developing and embedding English		
	Developing and embedding maths		
	Use of technical glossaries		
	Use of SPOCK to improve language through self-correction		

Category	Sub-category	Grade	Comments
Equality and Diversity, British Values and Inclusion	Embedding Equality and Diversity		
	Embedding of British Values		
	Inclusion including use of LSA		
E-learning and ILT	E-learning to enhance learning in and outside class		
	Learners use of digital skills to develop skills and knowledge		
Employability Skills	Attendance and punctuality		
	Work skills (including Health and Safety)		
	Behaviour for Learning		

Learner Feedback – Sample Group of 5		
Category	1-5	Additional Comments
How many learners out of five are able to explain their targets?		
How many learners out of five know if they are making good progress on their course?		
How many learners out of five stated that they enjoy attending their lessons?		

Evaluative Summary			
Outstanding	Good	Requires Improvement	Inadequate

Area for Development 1			
Category			
Measurable goal			
Development Requirements			
Benefits Obtained			
Date to be achieved		Date Achieved	

Area for Development 2			
Category			
Measurable goal			
Development Requirements			
Benefits Obtained			
Date to be achieved		Date Achieved	

Area for Development 3			
Category			
Measurable goal			
Development Requirements			
Benefits Obtained			
Date to be achieved		Date Achieved	

Confirmation		
Position	Signature	Date
Signed by Observer		
Signed by Observee		
Signed by Line Manager		