

**UNIVERSITY OF PERADENIYA
FACULTY OF SCIENCE
FACULTY QUALITY ASSURANCE CELL**

PEER OBSERVATION PROCESS

This observation process is intended to provide the positive effectiveness of teaching of the instructor. It is not an evaluative process, but an opportunity to improve the teaching skills of faculty members.

Academic Year: **Semester:** **Date:**

Course Code and Title:

Instructor's Name:

Observer's Name:

There are **three stages** in this process: pre-observation meeting, observation, and post-observation meeting.

Stage I: Pre-observation meeting

The observer and the instructor meet and discuss the following matters before observing the lecture:

- (i) The goals/aims of this course (ii) ILOs of this specific lecture
- (iii) Teaching strategies used to achieve the goals
- (iv) Major aspect/s of teaching that the instructor prefers to have feedback

Stage II: The observation

When observing the teaching, please take the following criteria into consideration. In each criterion indicate your choice by marking an “√” in the appropriate box

No.	Criteria	Very weak	Weak	Average	Good	Very good	NA
(1) Verbal/Non-verbal communication							
1	Voice and clarity						
2	Audibility						
3	Pace of delivery						
4	Command of language/ Understandability						
5	Interaction with students /Eye contact, Gestures, etc.						

(2) Organization							
1	Clear introduction and organization of lesson plan						
2	Connectivity to the previous lesson						
3	Clear and logical sequence of topics						
4	Concluded with summarizing main ideas						
5	Overall time management						
(3) Content							
1	Clarity of main topics and subtopics						
2	Sufficient use of examples						
3	Encouraging students for critical thinking						
4	Emphasis on key points/concepts/ideas						
5	Inclusion of research knowledge/current trends						
(4) Delivery							
1	Instructor's enthusiasm						
2	Clarity of visuals and/or handwriting on board						
3	Asking questions and providing time for answers						
4	Chosen delivery method/s to suit the level and size of the class						
5	Motivating the students to ask questions						
(5) Other aspects							
1	Control over the class						
2	Command/Confidence of subject						
3	Arrangement of class: seating of students						
4	Condition of the lecture room: lighting, boards, technical support						
5	Effort for active learning of students						

Stage III: Post-observation meeting

The observer and the instructor meet again immediately after the lecture session and review the observation regarding the goal/s the instructor set for the day's session.

This meeting should focus on:

- Instructors attempt towards goals
- Students' response towards gaining knowledge
- Areas in which the observer believes the instructor is strong and/or has to improve.
- General comments

Comments (strengths, areas need improvement and other concerns):

Signature of the Observer:

Signature of the Instructor:

Once completed this document is considered to be a *Record of Quality Assurance*. The instructor should handover a copy of this document to the Head of the Department.
