**Peer Observation Report – Synchronous Session[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Lecturer Name:** | **Module Code and Name:** |
| **Observer name:** | **Number of students:** |
| **Date of observation:** | **Class duration:** |

|  |  |  |
| --- | --- | --- |
| **Class type** | | |
| **Lectures to**  **<50 students**  🞏  **51-150 students**🞏  **> 151 students**🞏 | **Tutorial** 🞏 | **Labs**🞏 |
| **Other (please specify)** 🞏 | | |
| **Online Platform used:** | | |

|  |
| --- |
| **Pre-observation meeting/discussion** |
| **Please note any information you gathered from the Pre-observation meeting (any issues requiring particular focus or feedback)** |

|  |  |
| --- | --- |
| **Observation** | |
| Topic of online session/learning unit |  |
| Date of report |  |
| **Specific aspects of the observation** *(as discussed at pre-observation meeting)* |  |
| Comments on accessibility of the session, availability of materials and clarity of links between the live and recorded sessions. |  |
| **Beginning of the session:** | |
| How were the students welcomed and introduced to the session: |  |
| How successfully were the intended outcomes of the session made clear to students at the beginning of the session? |  |
| How effectively were the asynchronous learning materials and learning activities linked to the session? |  |
| **Style and approach** | |
| Comments about the general tone and style of the presentation |  |
| How well were teaching aids used to enhance students’ learning? |  |
| Comments on tone-of-voice, clarity of diction, audibility. |  |
| Any other comments on style and approach? |  |
| **Student Participation** | |
| To what extent were students encouraged to share their views? |  |
| How well were activities incorporated into the session? |  |
| How well were students’ questions and contributions handled during the session? |  |
| To what extent were the students encouraged to interact with each other? |  |
| To what extent were opportunities provided for the students to apply the learning to their own context/examples? |  |
| **Close of Lecture** | |
| How effectively were the learning outcomes revisited towards the end of the session? |  |
| To what extent was the session linked to other resources and asynchronous sessions? |  |
| Any further comments about the close of the session? |  |
| **Summary, Suggestions and Recommendations** | |
| What was the most effective element of the session? |  |
| What was the least effective element of the session? |  |
| Any further comments and suggestions? |  |
| Any key learning points for observer? |  |

Observer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lecturer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A synchronous session is a class which is delivered in real time using a virtual classroom software. [↑](#footnote-ref-1)