

Faculty of Social Sciences – University of Kelaniya

Peer Observation Form

*This observation process is intended to provide positive feedback for the instructor to enhance his/her effectiveness in teaching. 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:

Instructions: Considering the given criteria, please indicate your choice by placing a '√' in the appropriate box

1 – Very Weak; 2 – Weak; 3 – Average; 4 – Good; 5 – Very Good

S/N	Criteria	5	4	3	2	1
Criteria 1: Verbal & Non-Verbal Communication						
i.	Voice and clarity					
ii.	Audibility					
iii.	Pace of delivery					
iv.	Command of language/ Understandability					
v.	Interaction with students (Eye contact, Gestures, etc.)					
Criteria 2: Organization of the Lecture						
i.	Clear introduction and organization of lesson plan					
ii.	Connectivity to the previous lesson					
iii.	Clear and logical sequence of topics					
iv.	Concluded with summarizing main ideas					
v.	Overall time management					
Criteria 3: Content of the Lecture						
i.	Clarity of main topics and subtopics					
ii.	Sufficient use of examples					
iii.	Encouraging students to critical thinking					
iv.	Emphasis on key points/concepts/ideas					
v.	Inclusion of research knowledge/current trends					

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Criteria 4: Delivery						
i.	Instructor's enthusiasm					
ii.	Clarity of visuals and/or handwriting on board					
iii.	Asking questions and providing time for answers					
iv.	Chosen delivery method/s to suit the level and size of the class					
v.	Motivating the students to ask questions					
Criteria 5: Other aspects						
i.	Control over the class					
ii.	Command/Confidence of the subject					
iii.	Effort for active learning of students/student engagement					
iv.	Use of learning resources (lecture notes, multimedia, videos, etc.)					
v.	Overall gestures during the lecture					

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

Signature of the Observer:

Important: This document is a Record of Quality Assurance of Academic Staff of the Department. The Observer should hand over this document to the Head of the Department.