Peer Support of teaching feedback template

## Pre-observation / conversation information – completed by the person being supported

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| **Name of the person being supported** | **Date**   |
| **Name of supporter / observer**   |  **Location / Location of session / materials** (e.g. Blackboard, Teams etc) |
| **Module code** | **Start time** (if applicable)**Finish time** (if applicable) |
| **Type of session** (e.g. lecture, seminar, practical, recorded lecture, live online session, etc.) | **Number of students**  |
| **Type of support provided:** Conversation about Activities and Materials / Observation of Online Class (delete as appropriate) |
| **Topics covered:** |
| **What learning outcomes and aims do you hope to achieve for students in this session / activity?** |
| **What teaching techniques will you use during this session / activity ?** |
| **What areas would you like to receive advice and feedback on?**  |

## Observation form / Observation of Online Class form – completed by observer

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| **Structure of session** (Indicate the time point when the activity changed or an event occurred. If desired, you may make detailed notes on a separate piece of paper and write just the highlights here.) |
| **Clarity of presentation** (e.g. Could students read the PowerPoint easily? Could students hear the lecturer’s voice clearly? Did the lecturer give clear explanations of difficult concepts? Etc.) |
| **Student response** (e.g. How interactive was the session? How did students respond to the learning activities and/or lecture? Did the lecturer make adjustments based on the students’ responses? Roughly, how many students engaged actively in the teaching session? Etc.)  |
| **Blackboard course** (Look at the module in Blackboard. How well is it organised? Is it easy to find materials? Are they well presented? Etc.) |
| **Suggestions and areas for future focus** |
| **Strongest aspects of this teaching session** |
| **Areas of good practice to share with colleagues**  |

## Conversation about Online Activities and Materials – completed by supporter

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| **Design and implementation of online activities and materials** (If desired, you may make detailed notes on a separate piece of paper and write just the highlights here.) |
| **Presentation of Learning Environment** (e.g. How well is it organised? Is it easy to find materials? Are they well presented? Are instructions clear to students? Does the design of the activities make it easy for students to locate their activities and take part in their learning?) |
| **Student engagement and support** (e.g. How are the students encouraged to engage with learning activities? How are students supported in their learning online?)  |
| **Suggestions and areas for future focus** |
| **Strongest aspects of this teaching session** |
| **Areas of good practice to share with colleagues** |

**Post-observation / support reflections – completed by person being supported**

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| **Which aspects of the support /observation did you find most useful?**  |
| **What changes will you make to your teaching in future?** |
| **Person being supported name and date**  | **Supporter name and date** |