

Classroom observation

For the observer. Take notes during the lesson and finish the rest straight after.

Questions marked * need an answer.

1. Teacher *

2. Observer *

3. Date of the observation *

Date

4. Class, subject or year level *

5. Type of observation

☐ Formal, announced

☐ Unannounced

☐ Informal walk-through

6. Time in the room

For example "9:10 to 9:55".

7. Students present

8. Lesson focus or objective

9. Rate what you saw *

	Ineffective	Developing	Effective	Highly effective
The lesson had a clear objective and was well prepared	☐	☐	☐	☐
The room was respectful and orderly, and students were willing to contribute	☐	☐	☐	☐
Explanations and directions were clear	☐	☐	☐	☐
Questions drew out students' thinking	☐	☐	☐	☐
Students were actively involved	☐	☐	☐	☐
The lesson met different students' needs	☐	☐	☐	☐
The teacher checked for understanding	☐	☐	☐	☐

Time was used well	☐	☐	☐	☐
The teacher showed command of the subject	☐	☐	☐	☐

10. What you saw and heard

Quotes, actions and counts. Notes, not judgements.

11. Strengths *

12. Areas to develop *

One or two, not a list.

13. Agreed next steps

With a date to check in.

14. Date of the feedback conversation

Date

15. Teacher's comments

The teacher may add a response.

16. Observer's signature *

Signature

Date

17. Teacher's signature

Signing shows the teacher has seen this report. It does not mean they agree with it.

Signature

Date