

Characteristics of a Well-written Observation Report

- clear judgements based on organisational criteria
- sufficient evidence to support judgements
- focus on strengths and improvements needed
- illustrations of strengths and improvements needed
- the impact of teaching is evaluated in terms of its impact on learning and the learners' experience
- gives a flavour of the subject/topic being observed
- clear judgements about what learners can and cannot do – what knowledge, skills and understanding they gain and the progress they are making
- sufficient evidence of how well different groups are learning, achieving and attaining
- offers a 'neat' overall summary
- offers a judgement on the session.

You might use this approach (in whatever order):

Judgement/facts/impact on learners

*"There was a **good** start to the lesson. **Learners saw the link to the last lesson and understood the purpose of the lesson.** **They built on their existing skills and were able to explain the conduction system of the heart.**"*