APPENDIX 2

**STP Peer Observation Proforma for Teaching and Assessment**

Pre-observation Reflection

(To be completed by the participant before the observation)

**Participant name:**

**Date:**

The teaching or assessment activity I’m being observed on:

Describe what the aims and/or objectives are, the type of teaching you’re doing (small group tutorial, ward-based one-to-one, assessment, appraisal) and the evaluation process for this teaching activity.

What I want to get out of being observed?

Describe what YOU are hoping to learn from being observed, is there anything specific? Include the environment or context in which your chosen observed teaching activity will take place, and any specific teaching methods you will use.

Signatures:

Observer:

Participant:

Teaching/Assessment Observation Report

(To be completed by the observer)

**Observer name:**

**Date:**

**Professional relationship to participant being observed:**

Commentary on the pre-observation reflection:

Comment on the aims/objectives and teaching methods and as well as any values and perspectives on teaching that are described or implied

Commentary on the teaching/assessment practice observed

If you are observing a peer carry out a workplace-based assessment, see the ‘Supplementary Guidance on using Peer Observation of Teaching in Workplace-based Assessment Situations’

Signatures:

Observer:

Participant:

Post Observation Discussion Record

(To be completed by the observer)

**Observer name:**

**Participant name:**

**Date:**

What we discussed (include any agreed actions, both for immediate and future consideration):

This should include a description of the issues you jointly explored, and should include reasons for particular teaching practices and perspectives on what ‘good’ looks like.

If you are observing a peer carry out a workplace-based assessment, see the ‘Supplementary Guidance on using Peer Observation of Teaching in Workplace-based Assessment Situations,’ and use the framework for the post-observation discussion

Signatures:

Observer:

Participant:

Post Observation Participant’s Reflections\*

(To be completed by the participant after the completed observation record has been agreed)

**Participant name:**

**Date:**

Describe how you felt about the observation process and the post-observation discussion. Indicate any opportunities you may have to apply what you learned from being observed, and any obstacles that you may have to overcome:

Signatures:

Observer:

Participant: