

### Teaching Assistant Teaching Review pro-forma

This form is to be completed and made available to the TA within 2 weeks of the observations.

The form contains headings under which the reviewers should comment with supporting evidence wherever possible. It is important to note that Teaching Assistants do not have responsibility for determining the design of the course unit and therefore comments here should be limited to the teaching and its delivery.

<b>Name of Teaching Assistant</b>		
<b>Name of reviewer</b>		
<b>Date</b>		
<b>Course Unit</b>		
<b>Level</b>		
<b>Academic Year</b>		
<b>Programme(s) which the unit forms a part</b>		
<b>Type of session (lecture, tutorial etc)</b>		

**A. To be completed by the TA prior to the scheduled Review of Teaching**

Please provide an overview of the session to be reviewed including the aims of the session to be reviewed, the preparation students are expected to have completed for this session, how the session is designed to fall in line with the Intended Learning Outcomes of the overall programme, how the session is designed to run and what materials (if any) are to be utilised to deliver the teaching

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<b>B. Review of Session (please circle as appropriate)</b>	
Was the session clearly structured?	Yes No n/a
Did the session meet its intended aims?	Yes No n/a
Were the teaching methods used appropriate to the session?	Yes No n/a
Was there explicit linking to previous and/or subsequent sessions and/or required reading materials for the unit?	Yes No n/a
Was the use of teaching materials appropriate (handouts/AV equipment/other resources)?	Yes No n/a
Did the session begin and end on time?	Yes No n/a
Was the session appropriately sequenced and logical?	Yes No n/a
Was there appropriate control and measurement of the session?	Yes No n/a
Was the session delivered at a level that the students could understand?	Yes No n/a
Were examples or illustrations used to help students grasp key points?	Yes No n/a
Were students given adequate opportunity to engage in the session?	Yes No n/a
Were the students given the opportunity to ask questions?	Yes No n/a
Were the questions answered in a clear manner that could be understood?	Yes No n/a
Was the session drawn to a satisfactory conclusion?	Yes No n/a
Did the conclusion look forward and encourage further action?	Yes No n/a
Was advice offered on follow up work?	Yes No n/a

<b>C. Overall assessment (please tick one option)</b>	
<input type="checkbox"/>	All, or almost all, aspects of the teaching reviewed were of very high quality, few or no suggestions for improvement could be made
<input type="checkbox"/>	All, or almost all, aspects of the teaching reviewed were of high quality, but some suggestions for improvement could be made
<input type="checkbox"/>	Some aspects of the teaching reviewed were of good quality, but a number of suggestions for important improvements can be made and some developmental activity is recommended
<input type="checkbox"/>	Some aspects of the teaching reviewed were deemed to raise sufficient concern that urgent developmental activity was recommended)

**D. Areas of Good Practice and Strengths**

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**E. Recommendations for improvement and, where appropriate, further training**

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**Signature**

**Reviewer**

**Date**

**TA's comments**

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**Signature**

**TA**

**Date**