PEER OBSERVATION & FEEDBACK FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Mentor(s)/Leader(s)** |  | **Observer** |  |
|  |  |  |  |
| **Date/Time** |  | **Programme** |  |
|  |  |  |  |
| **Brief session** |  | **No. of students expected** |  |
| **description** |  | **and no. attending** |  |
|  |  |  |  |
| **Focus of observation** |  |  |  |
|  |  |  |  |

OBSERVATION

|  |  |  |
| --- | --- | --- |
| **Session elements and** | **Notes** | **Example of good practice/** |
| **prompts** |  | **area for development** |
|  |  |  |
| **Session content/structure:** |  |  |
| Were the aims/ILOs made |  |  |
| clear? |  |  |
| Was there a logical and |  |  |
| coherent structure to the |  |  |
| sessions? |  |  |
| Was signposting used where |  |  |
| appropriate? |  |  |
|  |  |  |
| **Activities, resources and** |  |  |
| **student engagement:** |  |  |
| What activities were used? |  |  |
| Were they appropriate to |  |  |
| aims/ILOs? |  |  |
| Did activities encourage peer |  |  |
| -to-peer interaction rather |  |  |
| than Q&A with mentor? |  |  |
| What resources were used? |  |  |
| Effective? |  |  |
| Were mentees actively |  |  |
| engaged? |  |  |
|  |  |  |
| **Summary and consolidation** |  |  |
| **of session:** |  |  |
| Was there a summary |  |  |
| provided? |  |  |
|  |  |  |

FEEDBACK

|  |  |  |
| --- | --- | --- |
| **Areas of good practice** | **Evidence in the session observed** | **Suggestions for sharing good** |
|  |  |  |  | **practice** |
| **1.** |  |  |  |  |
|  |  |  |  |  |
| **2.** |  |  |  |  |
|  |  |  |  |  |
| **3.** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Areas for development** | **Evidence in the session observed** | **Suggested activity to support** |
|  |  |  |  | **development** |
| **1.** |  |  |  |  |
|  |  |  |  |  |
| **2.** |  |  |  |  |
|  |  |  |  |  |
| **3.** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Next steps agreed in feedback** |  |  |  |  |
| **discussion** |  |  |  |  |
|  |  |  |  |  |
| **Signature of observer** |  | **Date:** |  |  |
|  |  |  |  |  |
| **Signature of Mentor(s)/Leader(s)** |  | **Date:** |  |  |
|  |  |  |  |  |