

1 APPENDIX D  
2 OBSERVATION FORM

3 DETAILED INFORMATION IN RELATION TO OBSERVATION FORM.

4 ACTIVITY (Method and Techniques)

5 The lesson, lecture, demonstration, discussion, panel, student reports.

6 EQUIPMENT USED (If Any)

7 A.V., other aids (commercial or homemade), sufficient quantity.

8 RESPONSE OF STUDENTS

9 Attentiveness, interaction (verbal), appearance of understanding lesson,  
10 demonstration of skill, students exhibit what instructor expects of them.

11 ORGANIZATION

12 Opening and ending procedures, grouping, necessary material readily available,  
13 optimum use of time, lesson plans, organized and in sufficient detail to enable teacher to  
14 maintain continuity.

15 APPEARANCE OF ROOM OR AREA (Within Control of Teacher)

16 Neatness, organized, light, heat, bulletin boards, pleasant atmosphere, is room  
17 shared.

18 FACTORS AFFECTING CLASS

19 Number of students, composition of class, interruptions, weather, activity that day  
20 or previous and subsequent to, Special Education students.

1 **CLASSROOM OBSERVATION AND CONFERENCE FORM**

2 PROBATIONARY 1  2  ENROLLMENT EVALUATEE \_\_\_\_\_

3 PERMANENT  # PRESENT SCHOOL \_\_\_\_\_

4 SUBJECT & GRADE: DATE

5 ABILITY LEVEL: LOW  AVERAGE  HIGH  OTHER

6 PERIOD LENGTH OF OBSERVATION

7 Areas for Comment: Activity, equipment and materials, student response,  
8 organization, appearance of room, factors affecting class.

9 **OBSERVER'S COMMENTS:**

10

11

12

13 Teacher Signature: \_\_\_\_\_

14 Observer: \_\_\_\_\_

15 Position: \_\_\_\_\_

16 **TEACHER COMMENT**