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| Image result for university greenwich logo no background  PGC/ ALT HE  Third Party Observation (TPO) Form |

**Part 1a: Context**

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| Teacher/Lecturer |  | Date |  |
| Observer |  | Time |  |
| Personal tutor |  | Venue |  |
| Programme/ Module & level |  | Numbers | 1. registered: 2. in class: |
| Type of session  (e.g. lecture, seminar, lab work) |  | Topic/  Session title |  |

**Part 1b: Development areas**

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| Use this space to identify areas that you feel need development or have arisen in previous TPOs |

**Part 2: Observer notes**

Relevant UKPSF dimension elements in brackets (others may apply). Student reference only.

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| Planning and preparation  (A1, A4)  e.g. Organisation of space, physical and online resource preparation, planning materials, outcomes |  |
| Overall structure  (A1-A4; K1-K4, V1)  Connections between subject material and wider contexts/ content; variety in activity and interaction; pace; level |  |
| Communication and interaction  (K2-K4; V1-V2)  Clarity of explanations; reinforcement, rephrasing & paraphrasing; questions from students; use of AV and other resources to support content; types of interaction; extent of engagement |  |
| Monitoring learning and feedback  (A3, V1-V2)  Types of assessment on plan and in session;  Types and frequency of questions; breadth and depth of responses; formative activities; methods of feedback, acknowledgement and praise |  |
| Relationships  (K2-K3, K5; V1-V2)  Rapport; ‘atmosphere’ ; approachability, (differentiated) support, guidance, responding to feedback from students |  |
| Summary |  |

**Part 3 Participant evaluation and reflection**

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| This section should be completed after your post observation discussion. Use this space to reflect on your perceptions of the session and on those recorded above. It may help to use the key points from your discussion as headings or you could take a holistic approach and use a model of reflection. It is essential you do this as it makes a significant contribution towards your portfolio submission.  Your reflection (250-500 words): | |
| Successes  Identify evidence from the feedback and your reflection and **put the UKPSF reference in brackets** | Bullet points: |
| Action  Development points, areas for further discussion/ consideration-  Identify/ summarise key action points |  |