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# Instructor Assessment Sheet: Classroom - IT

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16/08/98 19:27:30

Comments

Marks

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## Preparation

<b>Layout of teaching area</b>	/ 4
Seating.	
Lighting.	
Distractions.	
Visuals check (OHP/Wb).	
<b>Lesson Plan complete</b>	/ 4
Understandable.	
Complete details for lesson.	
Used in lesson.	
Includes timings.	
	/ 8

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## Introduction

<b>Interest</b>	/ 2
Grabs class attention	
<b>Need</b>	/ 2
Presented a good need.	
Related need to life/death/loss/gain	
<b>Objective</b>	/ 2
Achievable, measurable objective	
Appropriate objective.	
<b>Revision</b>	/ 1
Revision of prior learning or	
Confirmation of prior knowledge	
<b>Scope &amp; References</b>	/ 1
List of things to cover	
Name references used.	
<b>Title and Self (Qualication to teach)</b>	/ 2
Name.	
Qualification to teach / Background	
	/ 10

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## Body

<b>Logical progression</b>	/ 8
All steps must follow in known>unknown, simple>complex or logical order	
<b>Progressive Summary</b>	/ 8
<b>Teach, question &amp; confirm by stage</b>	/ 8
All enabling objectives taught in stages.	
	/ 24

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## Conclusion

<b>Future training</b>	/ 1
Future training discussed	
<b>Pack up</b>	/ 1
Tidy up room, area	
<b>Restate Objective and Need</b>	/ 2
Objective restated.	
Need Restated.	
<b>Test</b>	/ 2
Appropriate test of objectives.	
Feedback on test results.	
	/ 6

## Questioning

<b>Reinforcement</b>	/ 2
Use of questions to reinforce key points	
<b>Technique</b>	/ 2
Good use of Pose, Pause, Pounce Appropriate question type.	
<b>Usage</b>	/ 2
Spread questions around students. Enough questions to confirm knowledge.	
	<b>/ 6</b>

## Training Aids

<b>Effectiveness</b>	/ 4
Demonstrated teaching points clearly. Easy to read/see. Didn't confuse (KISS). Good use of senses (hear/see/touch).	
<b>Technique</b>	/ 2
Didn't block view. Used correctly.	
<b>Type</b>	/ 2
Usable training aid type in this environment	
	<b>/ 8</b>

## Voice

<b>Enunciation</b>	/ 2
Clearly spoken and understandable. New terminology emphasised.	
<b>Pace</b>	/ 4
Easy to follow pace. Not too slow or fast for students.	
<b>Volume</b>	/ 4
Understandable at back of room. Loud enough to maintain attention.	
	<b>/ 10</b>

## Personal Qualities

<b>Appearance</b>	/ 4
Neat, tidy, professional appearance. Not distracting in any way.	
<b>Confidence</b>	/ 4
Display self-confidence in ability and knowledge.	
<b>Credibility</b>	/ 4
Showed credibility as an instructor. Showed credibility in this subject.	
<b>Enthusiasm</b>	/ 4
Display good enthusiasm for subject. Display enthusiasm for students learning.	
<b>Initiative</b>	/ 4
Able to turn problems into teaching points. Changed lesson plan where necessary or useful.	
<b>Mannerisms</b>	/ 4
No distracting mannerisms.	
<b>Rapport</b>	/ 4
Show rapport with students. Able to relate to their situation.	
	<b>/ 28</b>

Grand Total

**/ 100**