Part 1: Information about the review

*Complete this Part 1 and send it to your reviewer prior to the date of the review.   
(A more detailed plan should also be included with Part 1. A sample plan for a teaching session is included as an example.) These pages will form the basis of the discussion with your reviewer before the event.*

|  |  |  |
| --- | --- | --- |
| **Your Name:** | | |
| **Reviewer’s Name:** | | |
| **Date:** | **Start Time:** | **End Time:** |
| **Location:** | | |
| **Nature of activity/event being reviewed:** | | |
| **Description of Stage/level of study:** | | |
| **Expected number of learners:** | | |
| **What are you trying to achieve?** | | |
| **Intended learning outcomes:** | | |
| **What particular factors / problems have been taken into account?** | | |
| **What aspects would you particularly like feedback on?** | | |

Part 1: Sample session plan

*This template may be appropriate for a review of your teaching/educational practice. You may prefer to use an alternative of your own.*

|  |  |  |  |
| --- | --- | --- | --- |
| **timing** | **activity** | **what I do** | **what they (learners/participants) do** |
|  |  |  |  |
| What I need to have prepared | | | |
| Other Notes | | | |

Part 2: Your reviewer’s feedback

*(After the review and the following discussion, the reviewer will complete this section and send it to you)*

These are the kinds of things you can expect to get feedback on. The list below is not rigid - the focus will of course depend on the type of review and subject.

**If possible, guide your reviewer to the kind of things that you would like feedback on. Potential areas of focus are listed below.**

**Potential areas of focus and feedback:**

**(Reviewer’s might like to use this list as guidance.)**

***1) Aims, objectives and outcomes***

*Relevance and appropriateness. Communication of these to learners/participants. Coherent orientation of the teaching/learning/development activities and/or learning/development materials. Clarity of communication of aims and intended learning outcomes. Continuity with other learning/development activities and awareness/response to learners/participants prior knowledge.*

***2) Structure***

*Organisation of content. Signposting and emphasis of key points. Instructions or guidance to learners/participants. Pace of learner/development activity required. Summary of learning, (end and/or interim). Links to prior, ongoing and follow up work or assessment tasks.*

***3) Learner activity and participation***

*Choice/variety of teaching/learning methods. Awareness of individual needs. Assessment and evaluative procedures. If appropriate: Level of participation and interaction between learners/participants. Level of attention and interest. Level of inclusivity and equality.* ***4) Professionalism and scholarship***

References and links to research. Awareness of current practice. Use of relevant examples and analogies. Emphasis of key points. Attitude to subject matter and to learners/participants.

***5) Materials and resources***

*Where applicable: Appropriate use of technology, such as computer, OHP, white/blackboard and/or other hardware. Use of web based materials, presentation software, paper handouts, real examples, or other learning resources (e.g. manikins).*

**6) Overall impression**

*Were the intended outcomes achieved? Any issues or problems?*

*Appropriateness of selected teaching/learning/development methods. Clarity of communication.* Awareness *of needs of learners/participants.*

***7) Areas of particular focus to build upon***

***8) Areas of strengths***

Part 2: Your reviewer’s feedback

*You should plan to get together with your reviewer as soon as possible to discuss the review whilst it is still fresh in your minds. Your reviewer will then summarise the discussion in the space below and send it to you.*

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|  |

Part 3: Your response to the reviewer’s feedback

*In what ways did the review help? What new ideas do you plan to investigate? In Part 3, this is your opportunity to respond to the reviewer’s feedback. Complete the section below and send this to your reviewer – and this completes this part of the process.*

|  |
| --- |
| **In the light of the comments, do you plan to adopt / follow up on new ideas?**  Are there any aspects that you plan to investigate or find out more about? What will you do and why?  **Feedback on the review process** How useful has it been? Could the process be improved?  **Any other comments?** |