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| ***STEP 1*** *- Fill in the details below*  ***Participant sections***  ***Observer section*** |  |

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| **Observation ID/No:** |  |
| **Lecturer/participant:** |  |
| **Date:** |  |
| **Department:** |  |
| **Observer:** |  |

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| ***STEP 2*** *- To be completed by the participant before the observation* |

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| **Pre Observation Statement** |
| **Outline the purpose of this session and how it will be conducted:** |
| **What are the anticipated outcomes of this session:** |
| **How will you be assessing your students and evaluating your teaching:** |
| **What issues are raised by this session (professional, educational or ethical) and what is the impact of the learning environment:** |

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| **Post Observation Discussion Record**  **Commentary on the pre-observation statement**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Areas discussed and any actions agreed, including strengths of practice and points for further reflection or development** |