**Peer review form question & answer lecture**

This form can be used for peer review of question & answer lectures. Pages 1 and 2 list points to look out for during the observation of the question & answer lecture. On page 2, there is also room to formulate personal learning objectives that can be taken into account during the observation.

|  |  |
| --- | --- |
| **Name of lecturer** |  |
| **Name of peer reviewer** |  |
| **Date of peer review** |  |
| **Title of question & answer lecture** |  |
| **Place in curriculum** |  |

You will briefly preview the peer review with your colleague, discussing what can be considered during the review. You will also briefly discuss the review afterwards, then write a short reflection on page 4.

**Introduction**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The lecturer: | - | + | ++ | Comments, advice, explanations |
| 1. Welcomes attendees and introduces him/herself
 |  |  |  |  |
| 1. Identifies the objectives of the question & answer lecture
 |  |  |  |  |
| 1. Identifies and elaborates on students' questions; if necessary, asks follow-up questions to get to the core of the problem.
 |  |  |  |  |
| 1. Makes the final time allocation for this Q&A lecture based on the problems identified.
 |  |  |  |  |

**Lecturer as supervisor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The lecturer: | - | + | ++ | Comments, advice, explanations |
| 1. Monitors time and time allotments
 |  |  |  |  |
| 1. Focuses on the objective of the particular question & answer lecture
 |  |  |  |  |
| 1. Encourages students to answer each other's questions, encourages them to contribute thoughts/solutions
 |  |  |  |  |
| 1. Asks open-ended questions to get students to explain how they approached a problem
 |  |  |  |  |
| 1. Makes students aware of possible improvements to their approach to a problem
 |  |  |  |  |
| 1. Brings in specialist knowledge
 |  |  |  |  |
| 1. Provides feedback on student attitude and contribution in question & answer lecture
 |  |  |  |  |
| 1. Refers to other resources such as books, articles, websites, teaching occasions
 |  |  |  |  |

**Closing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The lecturer: | - | + | ++ | Comments, advice, explanations |
| 1. Identifies learning points and links these back to the objectives of this question & answer lecture
 |  |  |  |  |
| 1. Checks whether objectives have been achieved.
 |  |  |  |  |
| 1. Summarises the main points of the question & answer lecture or asks a student to do so
 |  |  |  |  |

**Verbal and non-verbal communication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The lecturer: | - | + | ++ | Comments, advice, explanations |
| 1. Speaks clearly (speed, articulation, volume) and animatedly (varied use of voice).
 |  |  |  |  |
| 1. Maintains eye contact with the group
 |  |  |  |  |
| 1. Maintains good posture
 |  |  |  |  |
| 1. Shows enthusiasm
 |  |  |  |  |

**Other learning objectives that can be observed (own formulation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | - | + | ++ | Comments, advice, explanations |
|  |  |  |  |  |
|  |  |  |  |  |

**Strengths**

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**Points for improvement**

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**Space to write during the observation**

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**Own reflection following the performance and received feedback**

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| --- |
| * What have you learned?
* What would you like to (continue to) apply next time?
* What would you like to do differently next time?
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