

Preservice Teacher Feedback Guide

Professional Learning Leaders, Mentors and Preservice Teachers are encouraged to use this proforma as a guide to support observations of lessons and feedback to the preservice teacher.

Preservice Teacher	Mentor	Date	Class Year Level
			COMMENTS / FEEDBACK
Lesson planned, developed, resourced and documented prior to class and in consultation with mentor.			
Lesson starts smoothly and promptly and promotes a positive atmosphere amongst the students.			
The management of the lesson helps to elicit and maintain student's attention, interest and motivation.			
The pace and flow of the lesson is maintained at an appropriate level and transitions between activities are well managed.			
The preservice teacher carefully monitors the progress of students so that the effectiveness of the lesson is maintained by giving individual help or making modifications and adjustments to the development of the lessons as appropriate.			
The preservice teacher gives clear guidance and direction concerning what is expected of students during the activity and manages students time and effort, in relation to their involvement in and the sequencing of the various activities to good effect.			
The preservice teacher makes effective use of various materials, resources and teaching aids, so that students' time is not wasted waiting for equipment to be set up or materials distributed?			
The preservice teacher organizes and controls the logistics of classroom life, such as how students' answer questions, collect equipment or form into groups, so that the order necessary for learning to occur is maintained.			

The preservice teacher uses effective management strategies in handling students' movement and the general level of noise.	
The feedback conveyed to students' about their program is helpful and constructive in that it encourages further progress.	
The conclusion to the lesson is completed successfully in that it finishes on time, draws the lesson topic to an appropriate conclusion and there is an orderly exit by the students from the classroom.	
Most successful elements of the lesson	
1.	
2.	
Recommendations for future teaching	
1.	
2.	
Summary of discussion with Mentor teacher (Preservice teacher to notate)	
Preservice teacher personal reflection	