



Quality Enhancement Cell

(Observation Form for Online Teaching Assessment)



Following is the observation form, to be submitted by the designated observer (from respective class) to ensure the Quality and Betterment of Online Teaching Mechanism. The member will submit the same on daily basis after keenly observing the process. The form will be sent to qec@kiu.edu.pk.

Instructor's Name:

Subject:

Department:

No. of Students:

Session:

Semester:

Program:

Date:

Day:

Rating Key:	1 = Unsatisfactory	2 = Fair	3 = Satisfactory	4 = Very Good	5 = Excellent	NA= Not Applied	
	Performance Description					Rating (circle)	Comments
1	Session Organization and Facilitation						
.	Compliant with online course policies, procedures, and standards					1 2 3 4 5 NA	
.	Give a quick flashback/review of the last session to warm-up the students at the start of the lecture					1 2 3 4 5 NA	
.	Provide augmentations to discussions in a manner that complements the session objectives					1 2 3 4 5 NA	
.	Utilize online platform features effectively to enhance the course delivery and online learning experience					1 2 3 4 5 NA	
.	Has sufficient understanding of all areas of the topic at the required level (Demonstrates that the content knowledge extends beyond the text)					1 2 3 4 5 NA	
2	Building Community in the Online Classroom						
.	Identify and use opportunities for collaborations to aid student engagement					1 2 3 4 5 NA	
.	Create an open and inviting climate for communication (Encourages students to build on each other's comments and ideas)					1 2 3 4 5 NA	
.	Set the tone for interactions via course tools (upload course material relevant to the lecture i.e. primarily visual PPTs, pdf, course pack, video clips etc.)					1 2 3 4 5 NA	
.	Educate students about the ethics of online session to keep the class well-controlled and organized					1 2 3 4 5 NA	
3	Discussion Facilitation and Instruction						
.	Facilitate the discussion by providing answers to the students' questions during and after the session in the chat box/mailbox					1 2 3 4 5 NA	
.	Uses variety of techniques and strategies relevant to content (questioning group activities, individual task quiz, debates and other hands-on techniques)					1 2 3 4 5 NA	
.	Achieve active student participation by picking students randomly utilizing participants/attendees list					1 2 3 4 5 NA	
4	Assessment, Grading, and Feedback						
.	Create MCQs/Fill in the blanks-based (time-barred) quizzes for quick/automated grading. However, assignments should be subjective and be graded on time with feedback					1 2 3 4 5 NA	
.	Utilize course assignments' grading rubrics and apply these to grading					1 2 3 4 5 NA	

.	Provides constructive feedback. (praises strengths, identify area/s of improvement, provides suggestions for improvement)	1 2 3 4 5 NA	
5	Online classroom Environment		
.	Maintain online class decorum by following standard professional conventions/traditions	1 2 3 4 5 NA	
.	Professional behavior in facilitating the session	1 2 3 4 5 NA	
.	Ensure positive student to student interaction in the online session.	1 2 3 4 5 NA	

Strengths	Areas for improvement	Suggestions for improvement	Session Notes & Overall Comments

Observer's Name: _____ Faculty: _____ Designation: _____