CLASSROOM OBSERVATION TOOL – PART 1

General Information

1	Date of Assessment	
2	Time arrived at school	
3	Enumerator's Name	
4	Enumerator's ID	
5	School Name	
6	School ID	
7	HT Name & phone contact	
8	Class (tick one)	□ Stream A □ Stream B
9	Teacher's Name & phone contact	
10	Teacher's ID	
11	Class Registration by Stream	Total pupils _____ Boys _____ Girls _____
12	What is the theme and sub-theme for the week?	
13	Result (tick one)	□ Survey completed □ Survey partially completed Why? □ Survey not completed Why?
14	Further comments	

Classroom Environment

15	What is the number of pupils in attendance today?	Total _____ Boys _____ Girls _____
16	Does the classroom have a chalkboard and the teacher have chalk? (tick one)	□ Yes □No
17	Does the classroom have more than 3 instructional charts on the wall?	□ Yes □No If yes, which language? □ Mainly LL □ Mainly English
18	Is pupil work displayed in the classroom?	□ Yes □No
19	How many pupils are seated in desks? (tick one)	□ All □ Half or more than half □ Less than half □ None
20	How many pupils have textbooks or print material? (tick one)	□ All □ Half or more than half □ Less than half □ None
21	How many pupils have a pencil and paper or slates and chalk? (tick one)	□ All □ Half or more than half □ Less than half □ None
22	Is there a co-teacher in the classroom?	□ Yes □No If yes, estimate participation: □ Very active □ Somewhat active □ Not active
23	What lesson did you observe? (tick one)	□ Lit. 1 (reading) □ Lit. 2 (writing) □ Oral Literature □ News □ Story Reading Time □ Creative Writing Time □ Word Building Time □ English

CLASSROOM OBSERVATION TOOL – PART 2

General Lesson Information

24	What time did you arrive in the classroom?	
25	What time did the lesson begin? (If you arrive after class has begun estimate time or ask the teacher after class.)	
26	What teaching aids did the teacher use during lesson instruction? (Tick all that apply.)	□ Curriculum □ Teacher's Guide (TG) □ Textbook □ Storybook □ Worksheets □ Poster or chart □ Flashcards □ Pupil exercise books □ Slates □ Real objects
27	Girls and boys… (Tick all that apply.)	□ asked questions equally (in proportion to their numbers). □ were given an equal chance to answer questions by the teacher. □ Not done.
28	Did the lesson included concepts related to the theme and sub-theme for the week? (tick one)	□ Yes □ No
29	In the space to the right, draw what the teacher has written on the chalkboard during this lesson. Try to represent it just as the teacher did on the chalkboard.	

Specific Lesson Actions

<table>
<tr><th>Time</th><th>Teacher actions</th><th colspan="4">Pupil actions</th></tr>
<tr><td rowspan="8">FIRST
10 minutes:

_____
(start time)

_____
(end time)</td><td rowspan="8">Positive actions:
□ Refers to TG or lesson plan while teaching
□ Moves freely around the classroom
□ Calls on individual pupils by name
□ Encourages pupil participation and keeps their attention
□ Brings pupils back on task when needed
□ Observes and records pupils' performance

Negative actions:
□ Lesson does not appear planned
□ Remains at the front of the class
□ Does not call on individual pupils by name
□ Very little pupil participation and attention
□ Ignores or does not address pupils who are off task
□ Does not record pupil performance

Other:
% time speaking English _____%
% time speaking LL _____%
Minutes out of class _____ min.
Minutes in class but not teaching _____ min.</td><td colspan="4">Reading</td></tr>
<tr><td>□ Sounds
□ Letters
□ Words
□ Sentences</td><td>□ Whole class
□ Smaller group
□ Individual at seat
□ Individual at board</td><td>□ On board
□ In primer
□ In reader
□ Other:
_____</td><td>□ English
□ LL</td></tr>
<tr><td colspan="4">Minutes on pupil reading tasks _____ min.
% of pupils participating in reading task _____%</td></tr>
<tr><td colspan="4">Writing</td></tr>
<tr><td>□ Pictures
□ Letters
□ Words
□ Sentences
□ Name</td><td>□ Air writing
□ Handwriting practice
□ Copying teacher text from the board
□ Writing own text</td><td>□ On slate
□ On paper
□ On board</td><td>□ English
□ LL</td></tr>
<tr><td colspan="4">Minutes on pupil writing tasks _____ min.
% of pupils participating in writing task _____%</td></tr>
<tr><td colspan="4">Speaking/Listening</td></tr>
<tr><td></td><td>□ To a partner
□ To a small group
□ To the whole class
□ To the teacher</td><td></td><td>□ English
□ LL</td></tr>
<tr><td colspan="4">Minutes on pupil speaking/listening tasks _____ min.</td></tr>
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	Minutes teaching _____ min.	% of pupils participating in speaking/listening task _____%

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<tr><th>Time</th><th>Teacher actions</th><th colspan="4">Pupil actions</th></tr>
<tr><td rowspan="11">SECOND
10 minutes:

_____
(start time)

_____
(end time)</td><td rowspan="11">Positive actions:
□ Refers to TG or lesson plan while teaching
□ Moves freely around the classroom
□ Calls on individual pupils by name
□ Encourages pupil participation and keeps their attention
□ Brings pupils back on task when needed
□ Observes and records pupils' performance

Negative actions:
□ Lesson does not appear planned
□ Remains at the front of the class
□ Does not call on individual pupils by name
□ Very little pupil participation and attention
□ Ignores or does not address pupils who are off task
□ Does not record pupil performance

Other:
% time speaking English _____%
% time speaking LL _____%
Minutes out of class _____ min.
Minutes in class but not teaching _____ min.</td><td colspan="4">Reading</td></tr>
<tr><td>□ Sounds
□ Letters
□ Words
□ Sentences</td><td>□ Whole class
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□ Individual at seat
□ Individual at board</td><td>□ On board
□ In primer
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□ Sentences
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	Minutes teaching _____ min.	% of pupils participating in speaking/listening task _____%

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<tr>
<td rowspan="10">THIRD/FINAL
10 minutes:
_____
(start time)
_____
(end time)

Continue marking in this table even if lesson continues beyond the allotted time and indicate the total number of minutes on the line above.</td>
<td rowspan="10">Positive actions:
□ Refers to TG or lesson plan while teaching
□ Moves freely around the classroom
□ Calls on individual pupils by name
□ Encourages pupil participation and keeps their attention
□ Brings pupils back on task when needed
□ Observes and records pupils' performance

Negative actions:
□ Lesson does not appear planned
□ Remains at the front of the class
□ Does not call on individual pupils by name
□ Very little pupil participation and attention
□ Ignores or does not address pupils who are off task
□ Does not record pupil performance

Other:
% time speaking English _____%
% time speaking LL _____%
Minutes out of class _____ min.
Minutes in class but not teaching _____ min.</td>
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</tr>
<tr>
<td>□ Sounds
□ Letters
□ Words
□ Sentences</td>
<td>□ Whole class
□ Smaller group
□ Individual at seat
□ Individual at board</td>
<td>□ On board
□ In primer
□ In reader
□ Other:
_____</td>
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