

# Five-Minute Observation

Name:  
Room Number:  
Date:  
Start Time:  
End time:  
Program and Level:  
Group Number and Performance Level:

During a five-minute observation, watch for the following:

- \_\_\_\_\_ The subject and lesson you were expecting to see is being taught.
- \_\_\_\_\_ Number of students in group is appropriate.
- \_\_\_\_\_ Physical arrangement allows students and teachers to see and hear all parts of the lesson.
- \_\_\_\_\_ Students receiving group instruction are attentive and engaged.
- \_\_\_\_\_ Teacher is relying on positive techniques to manage student behavior.
- \_\_\_\_\_ Students doing independent work are on-task.
- \_\_\_\_\_ Independent work is corrected and students have done fix-ups.
- \_\_\_\_\_ Student work is neat and well organized.
- \_\_\_\_\_ Teacher and student materials are organized and accessible.
- \_\_\_\_\_ Written records of student performance are posted or accessible.
- \_\_\_\_\_ Thermometer charts are posted.

Time and date of  
Conference:

Follow-up from last visit:

Date and procedure for  
Follow-up:

Specific structural or training solutions:

Signature: