

<b>TEACHERS SERVICE COMMISSION</b>			
<b>LESSON OBSERVATION FORM(LOF)</b>			
<b>Name of the Institution:</b>			
<b>Teacher's Name:</b> <b>TSC.NO.</b>		<b>Observer's Name:</b> <b>TSC. NO.</b>	
<b>Class/Grade:</b>	<b>Learners Present:</b>	<b>Time:</b> <b>Date :</b>	<b>Subject/Learning Area:</b> <b>Topic/Strand:</b>
<b>Lesson Sub-Strand:</b>			
<b>Observation Areas</b>	<b>Performance indicators</b>	<b>What was Observed</b>	<b>Marks</b>
<b>1. Introduction and Lesson Organisation</b>  (Each 4 Marks = 16)	i. Review of the previous lesson/content related to the current lesson ii. State the objective of the current lesson iii. Link the previous lesson to the current lesson iv. Quality of introduction: captivating/ capture learners interest.	i. ii. iii. iv.	
<b>2. Content Delivery</b>  (Each 4 Marks =20)	i. Mastery of content in line with the syllabus ii. Answering of students questions accurately iii. Teaching with lesson notes and lesson plan iv. summarized the lesson by highlighting the key points v. Covering the lesson within the stipulated time (Started on time and ended on time).	i. ii. iii. iv. v.	
<b>3. Teaching Methods/ Techniques</b>  (Each 4 Marks =20)	i. Use of appropriate teaching methods (Question and answer, Demonstration, experimentation, Discussion/Group work, Field work) ii. Use of appropriate teaching/learning aids iii. Use of varied teaching methods iv. Demonstrate innovation and creativity in teaching v. Ability to simulate learners	i. ii. iii. iv. v.	

<p><b>4.Learner Involvement and Communication</b>  (Each 4 Marks = 24)</p>	<p>i. Answering and asking question ii. Observation iii. discussion and presentation iv. experimentation v. Field work/presentation vi. Discovery/presentation</p>	<p>i.  ii.  iii.  iv.  v.</p>	
<p><b>5. Classroom Management</b>  (Each 4 Marks =20)</p>	<p>i. Arrangement of desks to enable a teacher to reach an individual student ii. . Moving in class to observe students work iii. Marking/checking students in class iv. No chorus answers/known learners by name v. Cleanliness of the classroom.</p>	<p>i.  ii.  iii.  iv.  v.</p>	
<p><b>Total =100</b></p>			
<p>To convert to Likert Scale: Marks scored in a performance area are divided by total marks in that performance area then multiplied by five (5). This will give a Likert rating scale of between 1-5. Once these marks are uploaded by the appraiser/observer on TPAD System, the conversion to likert scale will be calculated automatically by the system and reflected on the target number 3 under standard number 1: Professional Knowledge and Practice.</p>			
<p><b>Observer’s Summary Report:</b></p>			
<p><b>Observer’s Recommendation:</b></p>			
<p><b>Teacher’s Signature:</b> <b>Date:</b></p>	<p><b>Observer’s Signature:</b> <b>Date:</b></p>		

*NB: There should always be a preparatory meeting before the lesson observation and a feedback session after the lesson observation.*

- i. Lesson observation portal is provided in TPAD online system.*
- ii. The observer is required to enter the marks on the online lesson observation portal after observing a teacher.*
- iii. This is a compulsory target the online appraisal will remain incomplete to at least 97% if the marks on the duly filled lesson observation form(LOF) are not uploaded on the teacher’s online appraisal.*