

NCEF Tutor Education Programme Tutor Trainee Evaluation Form

Mentor		Tutor Trainee	
Module		Topic	
Date		Time	Venue

	Comments	Mark
Planning (10)		
Knowledge of Subject Matter (10)		
Structure of Session (10)		
Presentation Skills (15)		
Use of Demonstrations (5)		
Links with other Modules (5)		
Creativity (10)		
Evaluation / Assessment (10)		
Class Management & Facilitation Skills (10)		
Safety (5)		
Personal Qualities (5)		
Self Evaluation (5)		
Tutorial Guidance	Total (100)	

Evaluation Criteria

Planning	Evidence of appropriate planning for session Communicates clear specific aims and learning outcomes Suitable review from last session – identifies and resolves any problem areas
Knowledge of subject matter	Correct technical subject knowledge Relevant information
Structure of Session	Adherence to syllabus Coherence of session from introduction to conclusions Appropriate pace, level of challenge, logical sequencing and progression Session conclusions, summary, sets goals
Presentation Skills	Variety of direct and indirect teaching methods employed Clarity of voice, appropriate wording of tasks, clear explanations Use of Aids, AV & other resources Effective questioning – ability to probe, re-direct, cue and offer appropriate feedback
Use of Demonstrations	Clear precise appropriate demonstrations – self and others
Links with other modules	Appropriate links and application with other area of the course
Creativity	Tutors individual flair Including extra relevant interesting material, updated research Exploiting opportunities to extend students interest
Evaluation / Assessment	Methods used to assess achievement of Learning Outcomes How learning is being monitored and assessed Knowledge of results Checks Student Log books where appropriate .
Class Management & Facilitation Skills	Selection and use of fitting organisational strategies, class, group, pair, individual Learning environment Student interaction Summarizes key points at relevant stages of the session, points strengths and areas to work on
Safety	Creation and continued maintenance of a safe working environment Attention to safety issues
Personal Qualities	Professionalism Timekeeping, appropriate dress, Sensitivity to adult learning needs, mixed abilities
Self Evaluation	Accurate pin pointing of deficiencies and acknowledgment of strength/s Awareness of how to go about rectifying deficiencies and capitalise on strengths
Tutorial Guidance	Recommended action for the future