

# INSTRUCTIONAL TECHNIQUE ASSESSMENT RUBRIC



<b>INSTRUCTOR:</b>	<b>EVALUATOR:</b>
<b>PERFORMANCE OBJECTIVE:</b>	<b>DATE:</b>

DID THE INSTRUCTOR...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
1. prepare the classroom/training area?	not set up	set up but did not meet the needs of the classroom	set up, but not conducive to learning	planning stages and thorough judgement	excellent planning and prep prior to class starting
2. organize all lesson material?	not organized	fairly organized	well organized	very well organized	well laid out; easily accessible
3. set up and familiarize with instructional visual aid?	not completed	set up, but not tested	set up and tested, but did not make the required adjustments	set up and tested, made necessary adjustments	set up and tested, positioned equipment correctly.

DID THE LESSON INTRODUCTION...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
4. state what the trainees would be learning?	not stated	not clearly stated	stated but mundane	clearly stated	clearly stated w/ enthusiasm
5. indicate why the lesson is important?	not stated	not clearly stated	stated but mundane	clearly stated	clearly stated w/ enthusiasm
6. indicate where the lesson can be applied?	not stated	not clearly stated	stated but mundane	clearly stated	clearly stated w/ enthusiasm
7. briefly introduced the main teaching points?	not stated	not clearly stated	stated but mundane	clearly stated	clearly stated w/ enthusiasm

WITHIN THE BODY OF THE LESSON WAS/WERE...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
8. trainees' comprehension level met?	no	level too low / high	proceeded too quickly or too slowly through stages	progressed at an effective rate	progressed at a steady rate, reviewing when necessary
9. verbal support elements (CREST) used? *	none used	overuse of one element	moderate use of more than one elements	adequate use of all elements	effective use of all elements to support lesson
10. information delivered in a logical sequence?	no	not all stages delivered in a logical order	effective sequence	stages well developed w/ smooth transitions	order designed to fit the learners level and rate
11. effective questioning techniques used?*	no	rarely used more than one technique	varied questions, but not effective questioning process	use multiple questioning techniques	multiple and appropriate techniques used
12. questions sufficiently asked and answered?	no	incomplete or inappropriate answers	adequate answers given	answers were well-phrased and complete	questions answered with ease; very knowledgeable

DID THE END OF THE LESSON CONFIRMATION...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
13. confirm the main points of the lesson?	no	delivered with some confusion	delivered with minor difficulties	effectively delivered	precisely delivered
14. inform the trainees of their results and progress?	no	some feedback provided	focused on positive or negative feedback	feedback adequately reflects progress	feedback delivered effectively

DID THE LESSON CONCLUSION...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
15. restate the aim of the lesson?	not stated	stated without emphasis	effectively stated	enthusiastically stated	clearly and concisely stated
16. summarize the main points?	no	not all key points covered	key points covered without enthusiasm	stressed key points successfully	restate key points with enthusiasm
17. stated next class/lesson?	no	completed, but too short or too long	effective remediation	clearly and firmly stated	enthusiastically and thoroughly delivered

\* CREST - Comparisons, Reasons, Examples, Statistics, Testimony      \* Types of Questions: Lead-off, Follow-up, Overhead, Direct, Reverse/Relay

WRITTEN LESSON PLAN...	NOT MET 0	MET 2					
18. information matches QSP/CTP and references?	no	yes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>TOTAL MARK:</b></td> <td style="width: 40%; text-align: center;"><b>/135</b></td> </tr> </table>			<b>TOTAL MARK:</b>	<b>/135</b>
<b>TOTAL MARK:</b>	<b>/135</b>						
19. follows the standard lesson plan format?	no	yes					
20. divides the main teaching points into stages?	no	yes					
21. includes confirmation for each stage?	no	yes					
22. is neat and legible?	no	yes					
<b>SUBTOTAL:</b>		<b>/10</b>	<b>EVALUATORS SIGNATURE:</b>				
			<b>DATE:</b>				
			<b>INSTRUCTOR SIGNATURE:</b>				
			<b>DATE:</b>				

OVERALL EFFECTIVENESS - DID THE INSTRUCTOR...	NOT MET 0	NEEDS IMPROVEMENT 2	DEVELOPING 3	SKILLED 4	EXTENDING 5
23. maintain class control?	no	at times	maintained order and discipline throughout	effective supervision	supervises firmly and fairly
24. maintain professionalism?	no	at times	maintained throughout lesson	professional standards met during entire lesson	displayed high standard
25. speak clearly and audibly?	no	at times	often throughout lesson	concise and clear throughout entire lesson	polished and confident speaker
26. give eye contact?	no	focused on one area of the classroom only	often throughout lesson	appropriate level of eye contact used	eye contact used to maintain attention throughout lesson
27. finish the lesson in the time parameter?	no	10 minutes over or under allotted time	timings met but lesson was rushed/dragging	timings met; appropriate timings for each stage	precise timings were met
28. provide feedback to the trainees (Praise or Correction)	no	some feedback given	exhaustive feedback given, either positive or negative	feedback adequately reflects performance	creative delivery of feedback emphasizing strong points
29. use appropriate vocabulary?		vocabulary choice limited	overuse of certain words	appropriate word choice	age appropriate vocabulary
30. use the lesson plan effectively?	not used	too dependent	appropriately used	used to confirm each stage	used for reference only, ensuring success
				<b>SUBTOTAL:</b>	<b>/40</b>

<b>POSITIVE ASPECTS OF THE LESSON:</b>	<b>POINTS TO DEVELOP:</b>
--	---------------------------