

School Name: \_\_\_\_\_

ICPE Name: \_\_\_\_\_

School Ref. # \_\_\_\_\_

NACCAS *Standards & Criteria* Effective January 2016

## On-Site Evaluation Instructor Observation Checklist

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**Instructor Being Observed**

**Date**

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**Time Observation Began**

**Time Observation Ended**

NOTE: The ICPE must spend at least 30 minutes observing class. Use a separate form for EACH class observed.

**Type of Class (Select One)**

- Classroom/Academic Learning
- Practical
- Student Salon/Clinic

**Class Description**

- Subject Taught & Level of Students:
- Subject of Practical Application:
- Relevant Comments, if applicable:

**Instructions: Check each item that applies below and write any additional comments in the box:**

**Teacher Preparation**

- Lesson plan followed
- Audio/visual aids used
- Handouts prepared, if applicable
- Work area organized
- Knowledge of subject matter demonstrated

**Classroom Management**

- Students attentive
- Students took notes
- Instructor circulated
- Environment interactive
- Environment student-centered

**Test Administration, if applicable**

- Review session conducted
- Test was administered
- Test was graded in class
- Re-taught as needed

**Student Salon Observation**

- Instructor circulated
- Environment interactive
- Environment both student and client-centered
- Underlying theory provided as needed

**Teacher Professionalism**

- Appearance
- Attitude
- Re-taught as needed

**Additional Comments:**