

TUTOR OBSERVATION CHECKLIST

Date:	Tutor:	Student (ABE/ESL):
Observer:	Length of Observation:	Curriculum

Focal Areas	Clearly evident	Mostly evident	Somewhat evident	Not evident	Evidence
Lesson Plan					
1. Lesson plan contains the following: <ul style="list-style-type: none"> clearly stated lesson goals CCR standards addressed materials and resources utilized 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lesson plan is contextualized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Lesson plan contains informal assessment (exit ticket).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instruction					
4. Tutor communicates the lesson objectives to the learner in a way he/she can understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutor connects the learner's goals to the lesson.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Focal Areas	Clearly evident	Mostly evident	Somewhat evident	Not evident	Evidence <ul style="list-style-type: none"> • What activities are offered? • What does the tutor/learner say? • What does the tutor/learner do? • What does the tutor/learner read or write?
Instruction (continued)					
6. Tutor asks the tutee what he/she wants to work on during this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Tutor starts the lesson with what the learner already knows, and then builds in new skills and content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Lesson activities require learner to do more “work” than the tutor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Tutor asks questions that require the learner to engage in critical thinking; and allows the student time to process the information before answering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Lesson activities require the learner to do more “work” than the tutor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Tutor models or demonstrates skills or strategies to support learner comprehension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Tutor develops/uses activities that allow the learner to practice the target skill multiple times in different contexts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Tutor provides extension activities or homework to target lesson skill use/practice outside the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Instruction (continued)					
14. Tutor includes a variety of activities that allow the learner to practice through different modes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment					
15. Tutor provides culminating activity (exit ticket) to allow the learner to demonstrate achievement of the lesson goal(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Tutor enhances the student's ability to anticipate test questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Tutor provides meaningful feedback to the learner related to the skills being taught in the lesson and the learner's progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Tutor asks the learner to complete self-evaluation activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other					
19. Tutor demonstrates cultural awareness and sensitivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. The interaction between tutor and tutee is comfortable but professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Other (continued)					
21. Tutor is patient and encouraging. How so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Tutor discusses critical thinking skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Tutor offers study skills suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION RESPONSE/ACTION ITEMS
