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Classroom Observation Procedures & Fieldnote Template
OER 40/12 RS

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2011

National Institute of Education, Singapore
Classroom observation procedure (simple steps to follow):

1. Set a tripod and a camera on it.

2. Connect the camera to the extension cord (adaptor is attached to the extension cord) and connect the extension cord to the power point.

3. Make sure all the wires are properly connected otherwise the camera might not turn on.

4. Focus the camera with the best angle so that it captures about 70% of the class. Leave the camera running without changing the angle unless needed when the students change the positioning in class (e.g. from being seated at their desks they go to sit in a big group on the floor in front of the class).

5. Press the red “record” button on the video camera to start video recording. Make sure the red light is on and there is a sign “Rec” on the display of the camera.

6. Put an audio recorder on a teacher, press the red “record” button.

7. Put one recorder on a teacher’s table, press the red “record” button.

8. There will be 8 to 10 more recorders to be used for back up recordings (depending on availability) – place them on different desks to try and capture as much of the students talk as possible, press the red “record” button on each of the recorders. Make the best estimation as to how to place the recorders around the class (every 2-3 desks on each row of desks).

9. Remember to mark the positioning of the 8 backup recorders on the class map you include in your field notes.

10. Take notes of what is happening in class. A template for field notes is below. **Be sure to record student participation on a class map.**

11. When the lesson is over, press the red “Record” button on the video camera to stop the video recording.

12. Make sure to collect all the audio recorders placed around the class and on teacher. Turn them off by pushing the red “Record” button.

13. Fold the equipment back into the suitcase.

14. Back at the office be sure to upload all files.
Fieldnotes Template: Lesson observation

Fieldnotes, ___date___
Observation of ___teacher name___, ___class___, Gen ___
Observer: ___initials___
Lesson time: _______
Type of lesson: (QtA? Reading? Grammar?)
Text: ____________________________

[Add notes here with any necessary background information, eg. Using same text as last year but different lesson plan, students coming in late, etc.]

<table>
<thead>
<tr>
<th>Time</th>
<th>What happened</th>
<th>Observations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Be sure to include the headings at the top of each column. If you find these columns do not work for you and you want to change them, be sure to include appropriate headings so we know the type of information included.

Most important are to include approximate time stamps (by the clock in the room, brief notes on what happened and any observations relevant to the project, teacher development, students responses, excerpts to choose for transcription.

In 2013 when we are marking student participation of focal students using the clas map, information on ‘what happened’ might be noted less.