**Memorandum on changes in observation process during COVID-19**

Please note that unfortunately, UoG tutors are not able to visit any institutions under the university COVID restrictions.

Due to the current situation there may be some changes to the way mentors and tutors will complete the Joint observation or Mentor/Tutor observations. This year, for mentors the observations may be online or face to face (please adhere to your institutions COVID-19 guidelines). For University of Greenwich tutors this will take the form of a post lesson observation discussion (virtual) where the observation has been conducted by the mentor.

- If you are teaching **online** you need to ensure that you are able to invite the mentor to your online session (GDPR). If they work for the same institution, they should be able to so this will simulate the usual face to face method. If **Mentor observation** the mentor will complete the appropriate feedback and the trainee will complete the reflection. If **Tutor observation,** the mentor will conduct the observation and will briefly feedback during a post observation discussion (virtual) and the tutor will complete the observation paperwork (similar to the joint observation) and give feedback linking theory to practice. The trainee will complete the reflection.

* If you are teaching **face to face**, then please check that the mentor can join your session under COVID-19 restrictions and if you need to put additional strategies into place. Unfortunately, UoG tutors are not able to visit any institutions under the university COVID restrictions so they will attend a post observation discussion (virtual) where the mentor has observed the lesson and gives brief feedback and indicate the Teaching Practice criteria that has not been met. The tutor will continue to give feedback and write up the paperwork and the trainee will complete the reflection.

- **Post observation discussions** (virtual) – this is where we are asking the mentor to observe the session and then attend a post observation discussion (virtual) with the trainee and the tutor. The feedback from the mentor will include an overview of the lesson from the mentor’s perspective and list the criteria the trainee has not achieved. The tutor will then continue with the discussion asking the trainee for their own perspective on the lesson. The tutor will complete the observation paperwork/TPA criteria. Tutor-led discussions will include linking theory to practice and Socratic questioning (What if …). Targets will be agreed with the trainee and then the trainee will be required to complete a reflection using the feedback from both the mentor and the tutor.