

## **Guidelines for the Written Report** *(for the peer reviewers)*

The report consists of the following materials:

1. **Notes from the pre-observation meeting.** This may include notes taken by the peer reviewer during the meeting, a summary that the peer reviewer writes after the meeting, emailed or written answers that the reviewee wrote (if they wish to submit them to the report), or similar kind of notes.
2. **Notes that the peer reviewer takes during the classroom observation or a summary they write immediately after.** It may take the form of prose, a chart or other similar kinds of notes. Note that if the reviewee chooses to have their class videotaped, the peer reviewer may take additional notes on the timing of various parts of the lesson (for future reference for the reviewee when 'reviewing' their DVD.)
3. **Notes taken during the post-observation meeting.** This may include notes or a summary that the peer reviewer may take during the conversation and notes that summarize the conversation between the peer reviewer and the reviewee.

These notes/summaries make up the report, which is shared with the reviewee during the post-observation meeting and left with them at the end of the meeting.