



# NTED TPP Instructor Evaluation Form On-Line Delivery

*December 2021*  
*v. 1.0*



# FEMA

## Document Control

<b>Document No:</b>		<b>Approved by: (Signature)</b>	TERRY L PRUITT <small>Digitally signed by TERRY L PRUITT Date: 2021.12.13 10:46:40 -05'00</small>
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## Record of Changes

Date	Document Version	Document Revision Description	Document Author
11/23/2021	1.0	Initial Release	NTED/TPP

## NTED TPP Instructor Evaluation Form - On-Line

### Evaluation Information

Evaluator Name:

Instructor Name

Training Date:

Training Organization:

Training Site - Location:

City, State:

### Reason for Evaluation

Initial

Follow-Up

Requested by NTED

Periodic (every 3 years)

### Rating Legend (\* indicates comments required)

5\* = Exemplary

4 = Exceeds Expectations

3 = Meets Expectations

2 = Developing

1\* = Needs Improvement

NA = Not Applicable or Not Observed

### Instructions to the Evaluator

Record the appropriate rating in the Score box for each evaluation item (see legend above) or check the NA box if the item is not applicable or observed. Items rated as "5" or "1" require written justification in Section Two (2) of this form (reference the item number).

When an instructor receives an overall average rating of "1.9" or less in any of the sections below, the Training Provider/Developer will discuss the need to conduct a follow-up evaluation within 120-days.

Once evaluation is completed, please save the file using the following naming convention:

<IA-Lastname Firstname (ddMMMyyyy)>

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## 1. Planning and Organization

Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
<b>Participation Expectations</b>					NA	Score
Instructor clearly establishes ground rules and expectations with participants at the beginning of the course, providing useful examples and clarification as needed.	Instructor establishes ground rules and expectations with participants at the beginning of the course, including providing examples and clarification as needed.	Instructor establishes ground rules and expectations regarding participation.	Instructor establishes some ground rules, expectations regarding participation.	Instructor does not establish ground rules and expectations with participants.		
<b>Technology Orientation</b>					NA	Score
Instructor provides an exceptional orientation of the online platform and technology elements and ensures that participants familiarize themselves with all tools. Ensures that all resources are available.	Instructor provides participants with a thorough orientation of the online platform and technology elements and allows participants to familiarize themselves with all tools. Ensures that all resources are available.	Instructor provides participants with an adequate orientation of the online platform and technology elements.	Instructor provides participants with an inadequate orientation of the online platform and technology elements.	Instructor does not provide participants with an orientation of the online platform and technology elements. Does not ensure that all resources are available.		
<b>Instructional Organization</b>					NA	Score
Instructor demonstrates thorough preparation, providing course materials that are organized, clearly aligned with stated objectives, and summarizes main points. Instructor includes relevant examples, pertinent anecdotes, and appropriate supplemental materials.	Instructor demonstrates well-organized preparation aligned with stated objectives and summarizing main points. Instructor utilizes examples, anecdotes, and appropriate supplemental materials.	Instructor demonstrates generally well-organized preparation that follows course outline; activities, examples, and supplemental materials support objectives.	Instructor generally follows course outline; activities, examples, and supplemental materials are not fully aligned with learning objectives.	Instructor does not demonstrate organized preparation aligned with objectives; does not utilize examples, anecdotes, and/or appropriate supplemental materials.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Instructional Methods					NA	Score
Instructor ensures presentation of course materials appeals to diverse participants and provides opportunities for participant involvement and success. Activities utilize clear and relevant questions, reflecting a variety of types and levels to facilitate and guide discussions and optimize learning. Responds to questions from participants and provides clear, timely, relevant, and specific feedback and varied means of clarification. Encourages participants to draw upon personal knowledge and experience. Provides opportunities for participants to reflect, review, and request clarification. Explores the conditions that may help or hinder transfer.	Instructor provides course materials accommodating diversity of participants and incorporates opportunities for participant involvement and success. Activities utilize a variety of question types and levels to facilitate and guide discussions and promote learning Responds to questions from participants, at times connecting to subsequent learning activities. Solicits knowledge and experience of participants. Provides feedback and varied means of clarification. Explores conditions that may help or hinder transfer.	Instructor incorporates adequate opportunities for participant involvement and success. Activities utilize some clear and relevant questions to promote learning. Responds to questions from participants. Provides opportunity for participants to draw upon personal knowledge and experience. Provides adequate feedback and clarification when requested. Allows for reflection and review.	Instructor provides some opportunities for participant involvement and success. Instructor utilizes a limited variety of question styles. Responses to participant questions are unsatisfactory at times. Provides limited feedback.	Instructor allows limited opportunities for participants to become involved, ask questions, or contribute knowledge and experience. Uses a limited number of questioning techniques and means of seeking clarification. Does not provide adequate opportunities for reflection or review, or exploration of conditions that may help or hinder transfer. Provides little to no feedback.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Instructional Activities					NA	Score
Instructor's delivery of course materials appeals to diverse participants. Instructor keeps learning activities focused and links learning activities to prior knowledge. Provides a variety of realistic scenarios to practice newly acquired skills and to plan for future application. Provides opportunities for autonomous learning. Concludes activities for each session with review of learning objectives.	Instructor's delivery of course materials is acceptable for diverse participants. Instructor links learning activities to prior knowledge. Poses realistic scenarios for practice of newly acquired skills. Provides some opportunities for autonomous learning. Concludes activities for each session with review of learning objectives.	Instructor's delivery of course materials is acceptable for diverse participants. Keeps learning activities focused and links learning activities to some prior knowledge. Provides adequate scenarios to practice newly acquired skills and to plan for future application. Provides opportunities for autonomous learning. Concludes activities for each session with review of learning objectives.	Instructor's delivery of course materials accommodates limited diversity of participants. Learning activities at times lack focus. Provides less than adequate opportunities to practice newly acquired skills.	Instructor's delivery of course materials does not accommodate diversity of participants. Learning activities are not focused or linked to prior knowledge or learning objectives. Does not provide adequate opportunity to practice newly acquired skills.		
					Average	

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### 2. Classroom Environment

Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Classroom Management					NA	Score
Instructor expertly facilitates the learning process and demonstrates particularly accessible organization of course information, resources, activities, and communication tools on the online platform. Encourages and supports collaboration via online chat tool and the use of breakout rooms for small group work. Manages participant interactions and expectations, adapting to the dynamics of the learning environment. Provides opportunities for participants to give feedback.	Instructor expertly facilitates the learning process and efficiently organizes course information, resources, activities, and communication tools on the online platform. Encourages collaboration via online chat tool and integrates the use of breakout rooms for small group work. Manages participant interactions and expectations, adapting to the dynamics of the learning environment. Encourages and supports collaboration and provides opportunities for participants to give feedback.	Instructor monitors the learning process and adequately organizes course information, resources, activities, and communication tools on the online platform. Maintains adequate control of participant interactions. Manages an environment that fosters learning and performance.	Instructor demonstrates poor organization of course information, resources, activities, and communication tools on the online platform. Instructor does not consistently monitor the learning process or maintain adequate control of participant interactions. Does not establish an environment that consistently fosters learning and performance.	Instructor is not effective at organizing course information, resources, activities, and communication tools on the online platform. Instructor does not effectively manage the classroom environment or facilitate learning and performance.		



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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Classroom Climate					NA	Score
Instructor creates a constructive, encouraging and open classroom environment. Instructor provides explicit guidance regarding ground rules for discussion, collaboration, and inclusiveness. Instructor elicits questions, models and promotes civility. Instructor ensures that discussions are respectful and handles even difficult topics with tact and sensitivity.	Instructor establishes a constructive, open classroom environment. Instructor provides guidance regarding ground rules for discussion, collaboration, and inclusiveness. Instructor encourages questions and respectful interactions among participants.	Instructor establishes a constructive classroom environment and provides guidance regarding ground rules for discussion. Instructor allows for questions and encourages participants to be respectful in their interactions.	Instructor allows a classroom environment that is not entirely constructive. Instructor may not establish clear guidelines for interactions or may not consistently allow for questions.	Instructor does not establish appropriate and respectful interactions with and among participants, or ensure all participants are treated equitably and respectfully.		



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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Sensitivity to Participants					NA	Score
Instructor ensures all interactions with and among participants are respectful, exhibiting sensitivity to culture, gender differences, disabilities, and levels of development. Instructor encourages active engagement by all participants, seeking and respecting diverse perspectives, values, and opinions. Instruction reflects sensitivity, awareness and familiarity with target audience. Instructor demonstrates exceptional tact and diplomacy in giving and receiving feedback and resolving conflicts and problems.	Instructor ensures interactions with and among participants are respectful, exhibiting sensitivity to culture, gender differences, disabilities, and levels of development. Instructor encourages engagement by all participants, seeking diverse perspectives, values, and opinions. Instruction reflects awareness and familiarity with target audience. Instructor gives and receives feedback and resolves conflicts and problems quickly and fairly.	Instructor establishes appropriate interactions with and among participants. All participants are treated equitably and respectfully. Instructor gives and receives feedback and addresses conflicts and problems quickly and fairly.	Instructor does not establish consistently appropriate interactions with and among participants. Instructor at times lacks sensitivity to culture, gender differences, disabilities, and/or levels of development among participants.	Instructor does not establish appropriate and respectful interactions with and among participants, or ensure all participants are treated equitably and respectfully.		
					Average	

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### 3. Quality of Instruction

Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
<b>Subject Matter Expertise</b>					NA	Score
Instructor demonstrates superior knowledge of the subject matter, providing context, analysis and insights. Instructor shares information with participants at a level of complexity appropriate for the course and participant's knowledge and experience. Instructor's presentation includes real-world examples as appropriate.	Instructor demonstrates strong knowledge of the subject matter and effectively explains it to participants. Instructor's presentation includes real-life examples as appropriate.	Instructor demonstrates knowledge of the subject matter and can explain it sufficiently. Instructor's presentation includes some real-life examples as appropriate.	Instructor does not have sufficient knowledge of the subject matter and/or cannot explain it effectively. Instructor's presentation contains limited real-world examples.	Instructor lacks knowledge of the subject matter and cannot effectively explain it to participants. Instructor's presentation may lack real-world examples, or examples may be inappropriate.		
<b>Communication of Learning Goals</b>					NA	Score
Instructor ensures that learning goals for the course and learning objectives for each instructional activity are understood by participants. Instructor helps participants to understand how course content and activities are aligned with course goals and objectives. Instructor ensures that course goals and objectives are consistently posted in the appropriate areas of the online platform.	Instructor clearly identifies learning goals for the course and learning objectives for each instructional activity. Instructor discusses how course content and activities are aligned with course goals and objectives. Instructor ensures course goals and objectives are consistently posted in the appropriate areas of the online platform.	Instructor identifies learning goals for the course and learning objectives that are aligned with course goals and objectives for each instructional activity. Instructor posts goals and objectives on the online platform.	Instructor inconsistently addresses learning goals and/or learning objectives. Instructor does not address alignment of course goals and objectives and course content and activities. Some course information is posted on the online platform.	Instructor does not communicate learning goals and objectives for the course and/or instructional activities. Course information is not properly posted on online platform.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
<b>Feedback/Assistance to Participants</b>					NA	Score
Instructor provides exceptional, constructive feedback, continually motivating participant engagement. Instructor effectively rephrases or repeats content when appropriate, helps participants clarify requests, and provides specific, tailored, helpful responses.	Instructor consistently provides constructive feedback and motivates participant engagement. Instructor rephrases or repeats content as needed. Consistently provides helpful responses.	Instructor provides feedback and encourages participant engagement. Instructor rephrases or repeats content when requested. Responses are generally helpful.	Instructor provides occasional feedback and attempts to maintain participant engagement. Responds to requests from course participants.	The instructor does not provide feedback or feedback is not constructive. Does not consistently respond to requests from participants or responses may not be constructive or helpful.		
<b>Technology Tools</b>					NA	Score
Instructor expertly employs a variety of technology tools to appropriately facilitate administrative functions, communication, and learning; and to store and reuse instructional resources.	Instructor skillfully utilizes technology tools to facilitate administrative functions, communication, and learning.	Instructor makes limited use of technology tools to facilitate communication and learning.	Instructor makes limited use of technology tools to facilitate communication and learning.	Instructor does not effectively utilize technology tools to facilitate communication and learning.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
<b>Participant Engagement</b>					NA	Score
Instructor actively engages participants in lively online discussions, solicits their knowledge, opinions, and experiences, and asks participants to elaborate on concepts and ideas. Provides numerous opportunities to synthesize and integrate knowledge.	Instructor consistently encourages participants to actively participate in online discussions, to share their knowledge, opinions, and experiences, and to elaborate on concepts and ideas. Provides opportunities to synthesize and integrate knowledge.	Instructor regularly encourages participants to share their knowledge, opinions, and experiences. Provides some opportunities to synthesize and integrate knowledge.	Instructor occasionally encourages participation in online group discussions and sometimes encourages sharing ideas. Provides few or no opportunities to synthesize and integrate knowledge.	Instructor does not employ online group discussion and/or does not provide opportunities for sharing ideas or synthesizing and integrating knowledge.		
<b>Discipline Specific Language</b>					NA	Score
Instructor demonstrates a command of discipline-specific/academic language and provides in-depth definitions of discipline-specific terms and explains their use.	Instructor confidently uses discipline-specific/academic language. Instructor explains the use of discipline-specific terms.	Instructor appropriately uses discipline-specific and academic language. Instructor defines discipline-specific terms.	Instructor uses most discipline-specific and academic language.	Instructor does not use, or incorrectly uses, discipline-specific and/or academic language. Instructor does not explain, or is unable to explain, discipline-specific terms.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Formative Assessment					NA	Score
Instructor assesses learning and performance using rigorous formative assessments during opportunities to practice, provides opportunities for autonomous learning. Clearly posts assessment criteria in appropriate locations on online platform. Monitors individual and group completion of assessments. Assesses participant attitudes and reactions. Provides participants with opportunities for self-assessment.	Instructor assesses learning and performance using formative assessments, clearly posts assessment criteria in appropriate locations on online platform. Monitors completion of assessments. Assesses participant attitudes and reactions. Provides participants with opportunities for self-assessment.	Instructor assesses learning and performance during practice using some formative assessments. Instructor monitors completion of assessments and provides participants with opportunities for self-assessment.	Instructor performs minimal learning and performance assessments with few or no formative assessments.	Instructor does not use formative assessments or assess learning and performance during practice.		
					Average	

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### 4. Presentation Skills

Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
<b>Presentation Form</b>					NA	Score
Instructor excels at presenting session materials creatively and engaging participant attention through unique perspectives and examples. Instructor demonstrates optimal utilization of all features of online platform. Instructor employs language appropriate to the audience, context, and culture and effectively connects with participants.	Instructor optimizes participant attention through expert presentation of session materials. Instructor utilizes all features of online platform and seeks to connect with participants. Instructor employs language appropriate to the audience, context, and culture.	Instructor encourages participant attention. Instructor utilizes many features of online platform and connects with participants. Instructor employs language appropriate to the audience, context, and culture.	Instructor presentation of session materials does not encourage participant attention. Instructor utilizes few features of online platform and does not communicate effectively.	Instructor displays a negative attitude in tone and/or content. Instructor does not gain and maintain participant attention. Instructor does not properly utilize features of the online platform and does not connect with participants. Instructor employs language inappropriate to the audience, context, and culture.		
<b>Presentation &amp; Delivery</b>					NA	Score
Instructor presents stimulating lesson materials clearly, thoroughly, and with logical structure aligning with learning goals. Instruction demonstrates familiarity with key points, relevant examples, pertinent anecdotes, and supplemental materials used to support learning goals.	Instructor presents engaging lesson materials clearly and with logical structure aligning with learning goals. Particularly relevant supplemental materials and/or real-life examples support learning goals.	Instructor presents lesson materials clearly. Some supplemental visuals and/or real-life examples are used. Delivery is engaging.	Instructor's presentation of lesson materials is lacking in clarity or organization. Few or no supplemental visuals and/or real-life examples are used. Delivery is not engaging.	Instructor's presentation of lesson materials is unclear and/or ineffective. Supplemental visuals and/or real-life examples are not used. Delivery is ineffective.		

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Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing	Needs Improvement (1)		
<b>Presentation Substance</b>					NA	Score
Instructor utilizes a variety of multimedia elements and/or learning objects to accommodate different styles throughout the course. Instructor presents content in a variety of ways, explaining directions from multiple learning style perspectives. Instructor provides clear and thorough instructions.	Instructor effectively utilizes a variety of multimedia elements and/or learning objects to accommodate different styles. Instructor explains directions clearly.	Instructor utilizes relevant multimedia elements and/or learning objects to accommodate different styles. Directions are provided for all activities.	Instructor utilizes few relevant multimedia elements and/or learning objects to accommodate different styles. Directions are at times incomplete or confusing.	Instructor does not use available multimedia elements and/or learning objects for accommodating different styles. Directions are incomplete or confusing, or not provided.		
					Average	



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### 5. Safety

Exemplary (5)	Exceeds Expectations (4)	Meets Expectations (3)	Developing (2)	Needs Improvement (1)		
Safety Management					NA	Score
Instructor thoroughly explains optimal Internet security best practices and potential consequences of disregarding them. Instructor offers suggestions for additional online security measures. Where applicable, instructor advises and demonstrates PPE requirements. Instructor ensures all applicable safety and risk mitigation measures are followed and enforced, providing effective explanation of risks of safety violations.	Instructor advises optimal Internet security best practices and potential consequences of disregarding them. Where applicable, instructor advises participants of PPE requirements, applicable safety and risk mitigation measures, and explains risks of safety violations.	Instructor advises participants of Internet security best practices, training hazards, protective measures, and PPE requirements where applicable. Instructor advises safety and risk mitigation measures.	Instructor does not emphasize Internet security, training hazards, protective measures, and PPE requirements. Instructor does not consistently advise safety and risk mitigation measures.	Instructor is lax regarding Internet security, training hazards, appropriate protective measures, and PPE requirements, or instructions may be inaccurate. Does not consistently advise safety and risk mitigation measures.		
					Average	