



Teacher Observation Scale (TOS)™

General Instructions

1. Please use a soft-lead (No. 1 or 2) pencil to fill in the ovals indicating your responses. To change a response, erase your first mark completely and fill in the correct response.
2. Complete both sections of the form.
3. Part B consists of statements describing various aspects of teacher classroom performance. Read each item carefully and indicate whether or not the behavior described was exhibited by the observed teachers. Responses to this section are made according to the following scale:
 - A) The teacher **performed this behavior**
 - B) The teacher **did not perform this behavior when given the opportunity to do so**
 - C) The teacher **did not have the opportunity** to perform this behavior

Note that some of the statements describe *negative* as opposed to positive aspects of performance. If the teacher under observation *exhibits negative behavior* as described in an item, the observer should indicate this by selecting Option A. If the teacher *had the opportunity to, but avoided* performing the negative behavior, the observer should select Option B. If the teacher *had no opportunity* to perform the negative behavior, the observer should choose Option C.

4. *The TOS scale assumes that the teacher under observation had adequate opportunity to deliver a complete lesson, including a motivation, demonstrations (if applicable), questions/answers, and a summarization. Therefore, in order to make a fair and valid appraisal, the rater should conduct the observation long enough to see the teacher perform - or at least have sufficient opportunity perform - all of the functions measured in this scale.*
5. The *TOS* form can be completed while observing the class, or after the actual class under observation ends (whichever the observer prefers). If the observer chooses the latter course of action, it is advisable to complete the survey as soon as possible thereafter, while the recollection of all aspects of the lesson is still fresh.
6. Do not fold or bend the *TOS* forms.
7. Complete the enclosed *Analysis Order Form*, and send it along the completed *TOS* forms to:

National Measurement and Testing, Inc.
P.O. Box 339
Montvale, N.J. 07645

8. Upon receipt of the materials, an invoice will be sent via e-mail, or regular mail if an email address is not provided. Acceptable forms of payment include check, credit card (MasterCard, Visa, American Express), or money order. Sales tax will be added where required. **If you are exempt from sales tax, please complete the appropriate exemption documentation required by your state and include it with the Order Form.** The analysis fees are listed on the reverse side of the *Analysis Order Form*.