This is an example of a simple observation form for a school setting:

Classroom observation form		
Observer 1: Charles Darwin	Observer 2: Carl Linnaeus	
Date of observation:		
Year level: Y11	Class: 11 SOCA	
Number of boys: 12	Number of girls: 14	
Start time: 9:45	Finish time: 10:30	
Lesson topic: Observation for evaluation of learning	environments KLA: Social Science	
Drawing of learning space		
Observation	Reflections	
9:45		
Students enter the room and move to their desks. A little light-hearted banter between two groups of boys.	Joking seemed to be respectful and playful.	
9:50		
Students are sitting at their desk and most are settled ready to start work. The teacher starts with a 'learning intention' – develop an understanding of how to conduct observations in a social setting. Teacher uses open ended discussion and links to content in science where the students have been looking at a classification systems used in biology.	Clearly there are going to be some complex issues to consider here, some students indicate that they can see the complexity of the social world and seem ready to engage with this. Others, only a few, I don't know if this is going to work for them let's see what happens.	
10.00		
10:00 Whole class to watch a 10min videoed lesson extract	The connection between classification systems and how this is important in conducting observations is meaningful and clearly understood by all the students as evident in the whole class discussion. Students seemed to get the idea ahead of time that the two different approaches presented different challenges.	
The class is split into two groups, one to use a predetermined classification system and one to develop the classification system from 'letting the data speak for itself'. After, the groups have completed the exercise there will be a whole class discussion of the benefits and challenges encountered with the use of each method.		
END of mock example, more notes would follow.		