## Oral Presentation Assessor Form

### Trainee and assessor details

Trainee’s name: ........................................................... Date of assessment: ___/___/______

Assessor’s name: ..................................................... Assessor’s email: .................................................................

Title of presentation: ........................................................................................................................................

This presentation is for:  [ ] Formative assessment  [ ] Summative assessment

### Ratings

- Please rate each domain using the criteria on the back of this form.
- Consider first whether the performance in the domain is Unsatisfactory, Satisfactory or Superior.
- Then circle a number within the appropriate category.
- If visual aids or responses to questions do not feature in the observed presentation, please leave these ratings blank.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Content</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
<tr>
<td>2. Organisation</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
<tr>
<td>3. Delivery</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
<tr>
<td>4. Language</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
<tr>
<td>5. Visual aids</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
<tr>
<td>6. Responses to questions</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
</tbody>
</table>

### Strengths

### Suggestions for development

Additional criteria to be used ONLY if the presentation is for the **Gerry Murphy Prize**:

7. Quality of project (sound methods, appropriate analysis, findings justified)

<table>
<thead>
<tr>
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<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Quality of project</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
</tbody>
</table>

8. Importance of findings (originality, significance for public health)

<table>
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</thead>
<tbody>
<tr>
<td>8. Importance of findings</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9</td>
</tr>
</tbody>
</table>

Assessor’s signature: .................................................................

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### Assessment criteria

**Use the criteria below in rating the trainee's performance on each of the domains**

#### Content
- Purpose clear; content appropriate to purpose
- Introduction: background/context/aims clearly described
- Body of talk: key messages soundly based and clearly presented
- Conclusions and implications clear and coherent

#### Organisation
- Appropriate to purpose
- Coherent and logical; easy to follow
- Main points clearly structured
- Time management: appropriate time on each section
- Appropriate level of complexity for target audience

#### Delivery
- Captures attention of audience: engagement, eye contact
- Clear, audible, fluent, appropriate pace
- Speaks confidently, with interest and enthusiasm
- Uses notes unobtrusively

#### Language
- Straightforward, understandable
- Avoids unnecessary jargon
- Appropriate for target audience

#### Visual aids
- Appropriate for presentation and message
- Clear, readable, well-designed
- Add to understanding

#### Responses to questions
- Understands and responds directly; seeks clarification if needed
- Responses knowledgeable, concise, reasoned
- Language appropriate to target audience

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**Formative Assessment:** Trainees must email copies of the Assessor Forms from both assessors to Advanced Training (PublicHealth@racp.edu.au).

**Summative Assessment:** this Assessor Form should be used to guide the completion of the Oral Presentation Consensus Form in consultation with your co-assessor.

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**Feedback about this form**

<table>
<thead>
<tr>
<th>Assessor satisfaction using this form</th>
<th>LOW</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>HIGH</th>
</tr>
</thead>
</table>

**Comments**

Data from formative assessments is collated for the purpose of evaluation. Individual, identifiable data will not be presented in any published reporting.

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