

Writing Assessor Reports

Thank you for your time and commitment offering to assess a section of a participant's Duke of Edinburgh's Award.

We appreciate your assistance and hope that you will enjoy your involvement, helping a participant through the section and to help them get the most from the activities they undertake.

As the Assessor you...

- Can help the young person understand what they want to get out of it and help them set their goals.
- Can help the participant with advice, training and supervision as needed.
- Can offer support and encouragement.
- Could do a final assessment at the end – discussing their experiences, how they developed and reached their goals.
- Cannot be related to the participant.
- Will have knowledge of the activity, and be available over the time they are doing it.

The Assessor's Report

When the participant has completed the minimum time requirements and achieved their goals, the DofE requires a written report which is a record of their progress. This is called an Assessor's Report.

As an Assessor you are responsible for writing a participant's Assessor Report. The Report makes up part of the evidence which is used to sign off a participant's section.

The Assessor's Report is written following the successful completion of the section. It is a review of the activities that the participant has been carrying out, and should capture their memorable and major achievements.

Submitting a report

There are two ways to submit Assessor's Reports. You can complete the sectional Assessor's Report Card, found in a participant's Welcome Pack.

Alternatively you can add your report directly into the participant's online eDofE account via DofE.org/assessor.

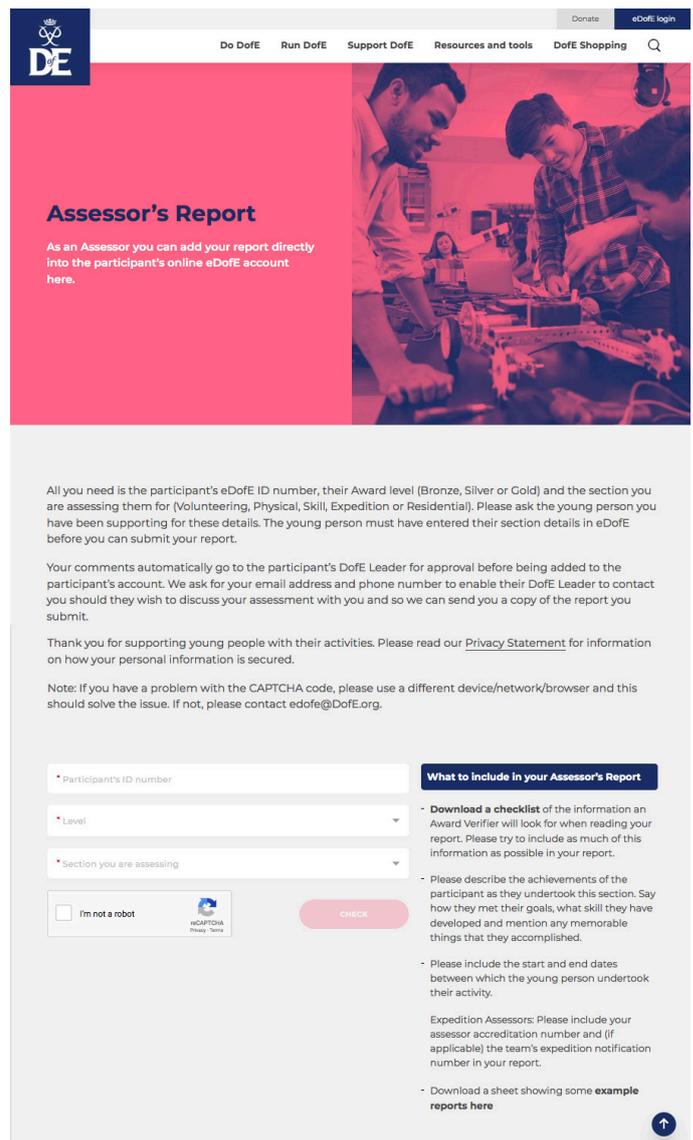
All you need is:

- The participant's eDofE ID number.

- Their Award level (Bronze, Silver or Gold).
- The section you are assessing them for (for example the Volunteering section).

Your comments are then automatically sent to the participant's DofE Leader for approval before being added to the participant's account.

We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you.



Assessor's Report

As an Assessor you can add your report directly into the participant's online eDofE account [here](#).

All you need is the participant's eDofE ID number, their Award level (Bronze, Silver or Gold) and the section you are assessing them for (Volunteering, Physical, Skill, Expedition or Residential). Please ask the young person you have been supporting for these details. The young person must have entered their section details in eDofE before you can submit your report.

Your comments automatically go to the participant's DofE Leader for approval before being added to the participant's account. We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you and so we can send you a copy of the report you submit.

Thank you for supporting young people with their activities. Please read our [Privacy Statement](#) for information on how your personal information is secured.

Note: If you have a problem with the CAPTCHA code, please use a different device/network/browser and this should solve the issue. If not, please contact edofe@DofE.org.

Participant's ID number

Level

Section you are assessing

I'm not a robot

CHECK

What to include in your Assessor's Report

- Download a checklist of the information an Award Verifier will look for when reading your report. Please try to include as much of this information as possible in your report.
- Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skill they have developed and mention any memorable things that they accomplished.
- Please include the start and end dates between which the young person undertook their activity.

Expedition Assessors: Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.

- Download a sheet showing some **example reports here**

Above: example of Assessor's Report screen on DofE.org/assessor, once initial information has been entered and checked.

What you should write

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs.

It is not acceptable to simply say "He/she satisfactorily completed the section".

At the end of the Assessor's Report it can be a good time to suggest that the participant progresses to the next level of the DoFE or, if they have achieved their Gold Award, to volunteer with a local DoFE group.

Below is an example Assessor Report that has been submitted by a DoFE Assessor.

For more information on writing section specific reports, please visit the Resources Centre DofE.org/resourcescentre.

Date: 13th February 2020

Miss Bxxxxxx has been singing with the Bristol Local Community Choir since 5 February 2019. She attended rehearsals every Thursday evening for an hour and completed her full 12 months. xxxxxx's ability has vastly improved since I first met her and she even had a small solo at a local carol service last December.

She always comes to our sessions with lots of energy and enthusiasm. I hope you continue to sing with us xxxxx.

Thanks for all ongoing commitment.

R.xxxxxx
 Conductor/Head of Choir
 Tel: 01xxxxxxx Email: rxxxxxx@xxxxxxx.com
 Tel: 0xxxx 9xxxx
 Email: mark.rxxxxx @xxxx.com

Gold

Detach and hand this to your Assessor at the START of your DoFE activity.

PHYSICAL

Assessors cannot be related to a DoFE participant. They should be an 'expert' in the chosen activity (such as a coach). DoFE Leaders must approve the choice of Assessor for each section.

My name: _____ eDofE ID No: _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Physical section of my DoFE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my Gold DoFE programme, I have to _____ area of sport, dance or fitness over a set period of time, the following length of time regularly doing my physical activity for _____ least one hour a week:

Participant to write number of months here

_____ months

Can you please:

- Understand what I want to get out of it and help me
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm doing my physical activity
- Be available throughout the time I'm doing my activity
- Develop and how I reached my goals.

When I have completed the time requirements and achievements you can register your comments on my progress by the overleaf. This will be my evidence of completing my Physical section.

Detach and hand this to your Assessor at the END of your DoFE activity.

The Physical section

Aim: To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity.

Completion of the section

Young people have met the DoFE requirements if they've done regular physical activity averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

Your Assessor's Report

Please take the time to think about what evidence you provide. You can talk about training, team contribution (if applicable) and _____ of their personal goals.

Detach and hand this to your Assessor at the END of your DoFE activity.

ASSESSOR'S REPORT PHYSICAL

To the participant

Remove this card, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time.

If your Assessor chooses to complete their report online, it will be sent to your DoFE Leader to approve. If the Assessor completes this form, when they return it to you completed and signed, scan or photograph it and upload it to eDofE, marking it as an Assessor's Report. When it has been approved you will see it appear in your View Evidence folder in eDofE. You can then submit this section for sign-off. You can also add your own comments in eDofE.

To the Assessor

Thank you for assessing this participant in their physical activity for their DoFE Award.

To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at: eDofE.org/assessor

You will need the information in the top right-hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overleaf and return this card to the participant.

What to include in a report:

Please describe the achievements of the participant as they did this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging.

Thank you for supporting young people with their DoFE activities. If you'd like to stay in touch with the DoFE, please visit DofE.org/preferences.

Participant: _____
 eDofE ID No: _____
 Level: Gold

Description of activity: _____

Date started: ___/___/___ Completed: ___/___/___ (___ months)

Goals set by participant: _____

Assessor's comments:

Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will constitute the achievement of the young person and form part of their permanent record of their DoFE programme. Please note: the information you have provided in this report will be scanned and stored by the DoFE as part of its record of the participant's achievement. The DoFE will not share your personal data with third parties.

What progress did they make towards their goals?

What did they achieve, what skills did they learn?

How frequently did they take part in this activity?

Any other comments?

Signature: _____ Date: ___/___/___

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

Above: Assessor's Report cards that participants may give to their Assessor at the start/finish of their activity.