



Assessor reports

FREQUENTLY ASKED QUESTIONS

- 1. In what scenarios can I, as a Leader or DofE Manager, add an Assessor's report for a participant on completion of their section if I am not the original Assessor?**

More as the exception, than the rule, it is possible for you to write an Assessor report for a participant if you know they have definitely completed their activity and when a report is not going to be provided by the Assessor. This is normally in the instance where a teacher may have left the school or is on long term sick leave, the Assessor is simply being tardy, the participant is unable to upload the report or you have seen a letter or received an email from the Assessor. On eDofE, go to Manage Participants>Add evidence and click on 'Text' and you can write confirmation, as overleaf, of completion of the section. Please ensure to include your name and a contact email. Remember you cannot provide an Assessor's report or approve a section if you are the Award Verifier.
- 2. What happens if a participant has put a parent or close family member down as an Assessor?**

Parents or close family members cannot be Assessors. The participant will need to identify someone else.
- 3. What if the participant cannot identify an Assessor?**

You should try and help the participant identify an appropriate Assessor, or as their Leader you could be their Assessor. You will need them to show you their plan for the duration of their activity. For individual sports such as running or cycling, you would want them to identify a goal, and show you evidence of working towards it – i.e. routes and timings of runs/cycles etc.
- 4. What if the dates or Assessor's name on the Assessor's report are different to the Programme Planner?**

So long as the Assessor's report confirms the participant has undertaken the activity for the amount of time they have stipulated on eDofE, i.e. 3/6/12/18 months, there is no need to ask the participant to change and resubmit the details on their Programme Planner.
- 5. What if there is no named Assessor on the Programme Planner?**

This signifies an eDofE account created before 1st April 2013, when it wasn't a requirement. There is no need for participants to enter this information.
- 6. What should be on an Assessor's report?**

Assessor reports, in any format, should include the following:

 - Name of the participant.*
 - Confirmation of the activity and duration of the activity undertaken.*
 - Role/position of the Assessor (and Assessor accreditation number if appropriate).*
 - A signature, email address or contact number.*
 - A description of the achievements of the participant as they undertook 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.*
 - The expedition notification number, if relevant.*
- 7. What if an Assessor Report is not 'marked'?**

*In order to approve a section, there needs to be one marked Assessor report. Simply click the piece of evidence and click '**Mark as Assessor's report**'.*
- 8. How can I un-mark an Assessor's report?**

*To un-mark an Assessor's report, simply click the piece of evidence and click '**Unmark as Assessor's Report**'.*
- 9. Can I directly approve a section once I have approved an Assessor's report?**

*Yes please!! We would strongly recommend you directly approve a section each time you approve an Assessor's report. Do this by simply clicking '**Directly approve section**' at the bottom of the section details. This will avoid participants having to submit the whole section for approval (which is often forgotten). Once a section has been approved, participants will not be able to add more photographs, which will be problematic if they want to create an Achievement Pack. If this is the case, simply re-open the section.*