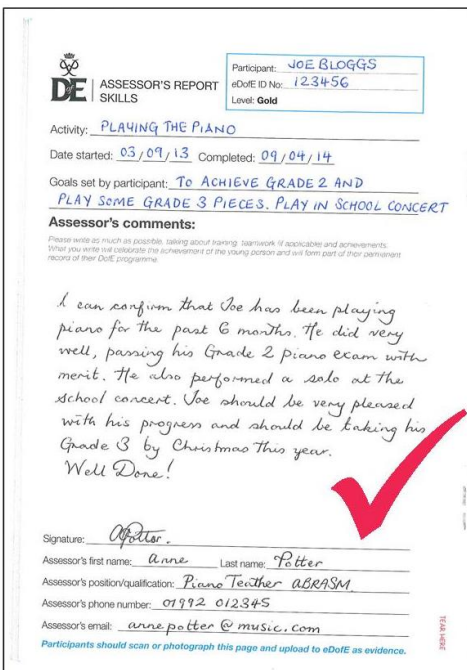


## What evidence is needed to complete a section?

Participants MUST have an Assessor's report uploaded on eDofE to confirm their participation and achievement in each of their sections. Assessor reports can come in a variety of forms, either uploaded by the participant or Leader, or uploaded through the DofE website ...



**ASSASSOR'S REPORT SKILLS**

Participant: JOE BLOGGS  
eDofE ID No: 123456  
Level: Gold

Activity: PLAYING THE PIANO  
Date started: 03/09/13 Completed: 09/04/14

Goals set by participant: TO ACHIEVE GRADE 2 AND PLAY SOME GRADE 3 PIECES. PLAY IN SCHOOL CONCERT

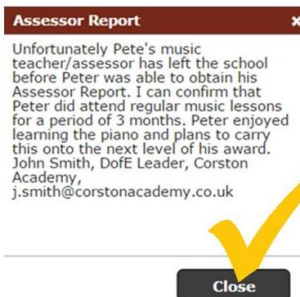
**Assessor's comments:**  
Please write as much as possible, taking about training, teamwork, if applicable and achievements. What you write will corroborate the achievement of the young person and will form part of their permanent record on their DofE programme.

*I can confirm that Joe has been playing piano for the past 6 months. He did very well, passing his Grade 2 Piano Exam with merit. He also performed a solo at the school concert. Joe should be very pleased with his progress and should be taking his Grade 3 by Christmas this year. Well Done!*

Signature: *[Signature]*  
Assessor's first name: Anne Last name: Peter  
Assessor's position/qualification: Piano Teacher ABRASM  
Assessor's phone number: 01992 012345  
Assessor's email: anne.potter@music.com

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

An Assessor's report from the Welcome Pack, uploaded by the participant.



**Assessor Report**

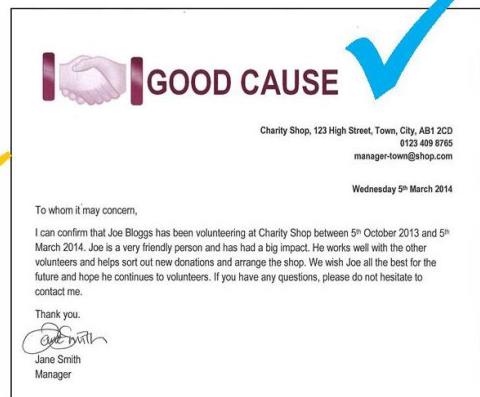
Unfortunately Pete's music teacher/assessor has left the school before Peter was able to obtain his Assessor Report. I can confirm that Peter did attend regular music lessons for a period of 3 months. Peter enjoyed learning the piano and plans to carry this onto the next level of his award. John Smith, DofE Leader, Corston Academy, j.smith@corstonacademy.co.uk

**Close**

An Assessor's report submitted by the Leader on eDofE through 'Add evidence'.

An Assessor's report submitted through the DofE website is sent directly to Leaders Manage Participants > Assessor Reports

[www.DofE.org/assessor](http://www.DofE.org/assessor)  
Assessors will need the participant's name, eDofE ID number, Award level and



**GOOD CAUSE**

Charity Shop, 123 High Street, Town, City, AB1 3CD  
0123 456 789  
manager-town@shop.com

Wednesday 5th March 2014

To whom it may concern,

I can confirm that Joe Bloggs has been volunteering at Charity Shop between 5th October 2013 and 5th March 2014. Joe is a very friendly person and has had a big impact. He works well with the other volunteers and helps sort out new donations and arrange the shop. We wish Joe all the best for the future and hope he continues to volunteer. If you have any questions, please do not hesitate to contact me.

Thank you.  
*[Signature]*  
Jane Smith  
Manager

A signed letter from the Assessor, uploaded by the participant.



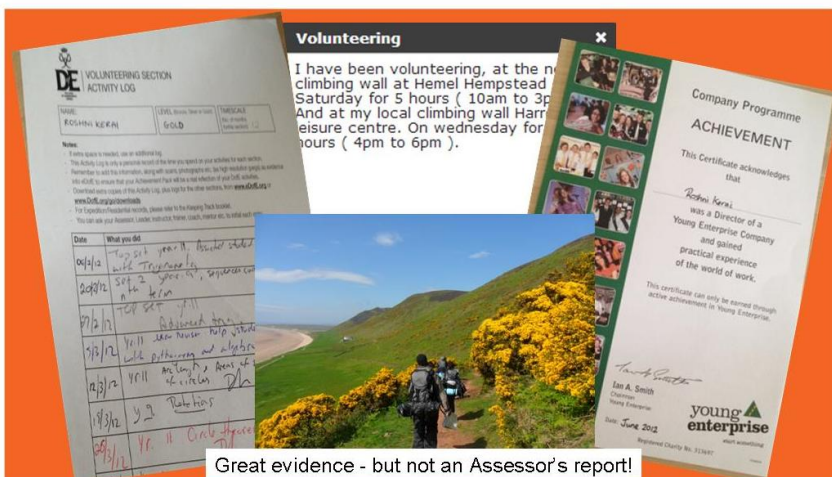
**Assessor's report (submitted via the DofE website)**

Start date: 1st September 2015 End date: 31st March 2016 Arabella has spend the last 6 months learning about and improving her skill at photographing wildlife. Over the weeks and months she has regularly gone out early in the mornings and evenings to capture incredible wildlife scenes. The quality of her photos has improved significantly and she has now set herself the goal of entering the Wildlife Photographer of the Year competition! Good luck Arabella!

Assessor Name: Mrs Sian Jones  
Job Title: Wildlife photographer

Phone:  
Email: sianjones@testmail.com

Other evidence can be added but Awards cannot be achieved unless there is a written Assessor's report on eDofE. Assessor reports uploaded by participants should have a signature and must have a contact number or an email address.



**Volunteering**

I have been volunteering, at the n climbing wall at Hemel Hempstead Saturday for 5 hours ( 10am to 3pm ) And at my local climbing wall Harre leisure centre. On wednesday for 4 hours ( 4pm to 6pm ).

**Company Programme ACHIEVEMENT**

This Certificate acknowledges that *[Name]* was a Director of a Young Enterprise Company and gained practical experience of the world of work.

This certificate can only be earned through active involvement in Young Enterprise.

*[Signature]*  
Ian A. Smith  
Chairman  
Young Enterprise  
June 2012  
Registered Charity No. 23387

Great evidence - but not an Assessor's report!



# 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 1<sup>st</sup> 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.*