

# Writing Assessor Reports – Volunteering section

Thank you for your time and commitment offering to assess the Volunteering 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.

The aim of the Volunteering section is for participants to take part in a volunteering activity with a charity or within a community, to make a difference in other people's lives or to provide a service.

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.
- Should be qualified/trained for the activity the young person is undertaking.
- Cannot be related to the participant.

## 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 Volunteering section.

## 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.

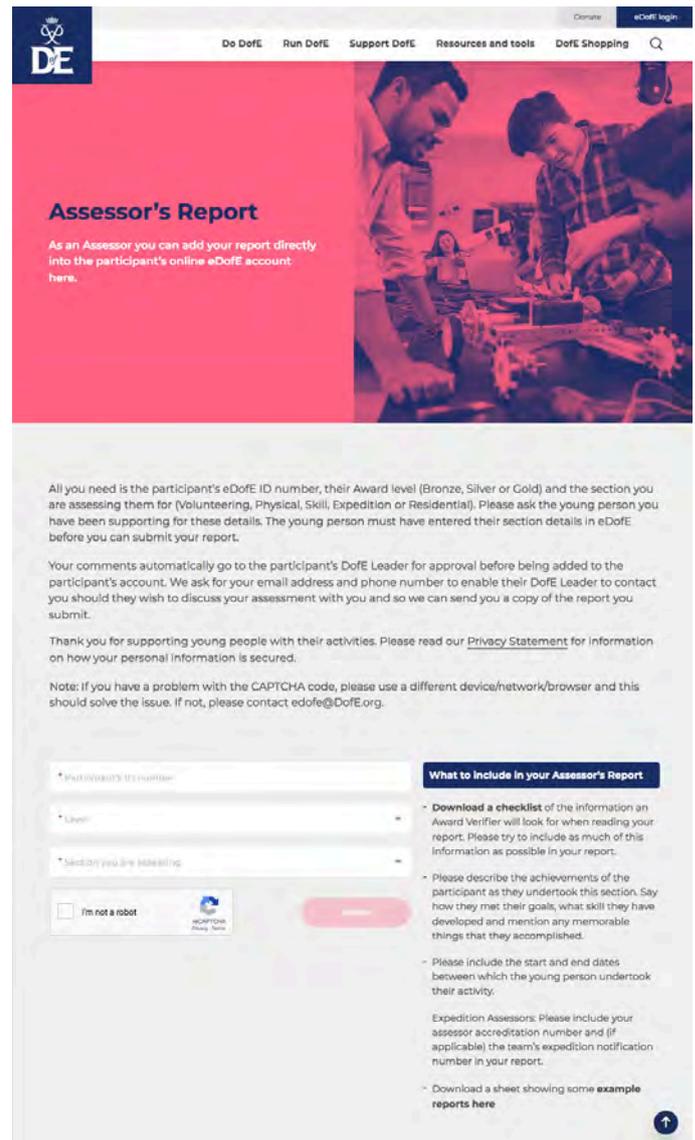
Alternatively you can add your report directly into the participant's online eDofE account via [DofE.org/assessor](https://DofE.org/assessor).

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 Skills 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](mailto:edofe@DofE.org).

**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](https://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 Volunteering section".

The report should include how long they volunteered for on each session and the number of months that they volunteered for overall.

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.

Chandni excelled whilst volunteering as a peer educator. She has a personable nature and was able to talk to the younger kids on their level and really engaged them.

From July 2018 to February 2019 her confidence seemed to grow and she developed her own style of explaining our key messages. She regularly stayed beyond the hour's session to help clear up and also arrived early to help with setting up on more than one occasion.

She has been a fantastic ambassador for the charity and we have been delighted to have her on board.

A stand out moment for us was when her talk encouraged a young person to confide in her, Chandni handled it with great maturity and took the appropriate steps to refer the young person. This experience will be great to enhance Chandni's CV or lead on to many different career paths and we hope she continues to stay involved with the charity. Well done Chandni.

### Participant name:

Pete xxxxxxxxxxx

### Dates:

10th January 2018-30th January 2019

### Activity:

Charity shop volunteering

### Assessor name and contact:

Anna XXXXXX 07XXX XXX XXX

Pete has volunteered with us from January 2018 to January 2019. He proved to be an enthusiastic and well-motivated volunteer.

He successfully completed all the tasks he has taken on, which have developed in responsibility over time. Pete was popular with the team and customers alike.

He has most certainly grown in confidence during his placement and has been a huge asset to the charity.

Thank you Pete for your support and commitment and we would love to have you back in the future!

The image shows two examples of Assessor's Report cards for DofE Volunteering. The top card is for a Gold award and the bottom card is for an Assessor's Report. Both cards contain sections for Assessor's Guidance Notes, Assessor's Report, and Assessor's comments.

**Gold Award Assessor's Report Card:**

- Header:** Gold, DofE VOLUNTEERING
- Assessor's Guidance Notes:** Thank you for your time and commitment offering to assess me for the Volunteering section of my DofE programme. I hope that you will enjoy my 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 give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week: [ ] months.
- Assessor's Report:** I hope that you will enjoy my 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 give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week: [ ] months.
- Assessor's Comments:** Please take the time to think about what evidence you provide. You can talk about training, team contribution (if applicable) and achievement of their personal goals. What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

**Assessor's Report Card:**

- Header:** DofE ASSASSOR'S REPORT VOLUNTEERING
- Assessor's Report:** Please describe the achievements of the participant as they fill this section. Say how they meet 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](http://DofE.org/preferences).
- Assessor's Comments:** Please describe the achievements of the participant as they fill this section. Say how they meet 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](http://DofE.org/preferences).

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

# Writing Assessor Reports – Physical section

Thank you for your time and commitment offering to assess the Physical 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.

The aim of the Physical section is for participants to take part in a Physical activity on a regular basis, encouraging participants to adopt a more active lifestyle and work towards a physical achievement.

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.

## 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 Physical section.

## 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](#).

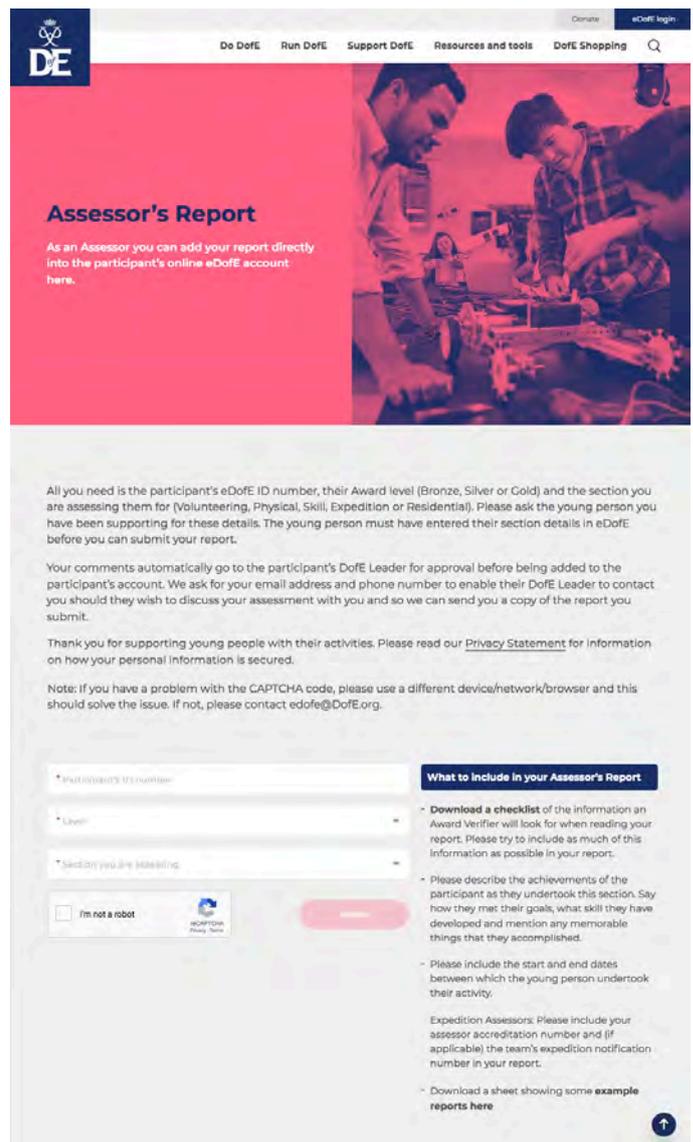
All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold).

- The section you are assessing them for (for example the Physical 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](mailto:edofe@DofE.org).

**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 Physical 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.

**Date: 10th July 2019**

Katie has been a key member of the U18s country hockey team since the start of the season, which commenced on the 9th September 2018 to the end, which finished today – 10 April 2019. She attended training every Sunday morning for two hours.

Not only did she perform on the field throughout the season, she also captained the team to win the regional county championships. Katie is a fantastic team player and it has been a pleasure to coach her this season.

All the best,

**Mark Rxxx**

PwC Young Leaders Programme Manager, Tel: 07xxxxxxx

Avon County Hockey Coach

Tel: 01173 912583

Email: mark.rxxxxx @xxxx.com

The image shows several overlapping DofE Assessor's Report cards. Key elements include:

- Gold Award Card:** "Detach and hand this to your Assessor at the START of your DofE activity." Includes the DofE logo and "PHYSICAL" section.
- Assessor's Guidance Notes:** "Thank you for your time and commitment offering to assess me for the Physical section of my DofE programme." Includes a section for the assessor to describe the participant's progress.
- The Physical section:** "Aim: To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity." Includes "Completion of the section" and "Your Assessor's Report" instructions.
- ASSASSOR'S REPORT PHYSICAL:** A full report card with fields for:
  - Participant name, eDofE ID No., and Level (Gold).
  - Description of activity, date started/completed, and goals.
  - Assessor's comments section with multiple lines for text.
  - Signature and date fields.

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

# Writing Assessor Reports – Skills section

Thank you for your time and commitment offering to assess the Skills 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.

The aim of the Skills section is for participants to undertake a skilful activity, developing their practical and social skills through setting personal challenges and striving to master a new ability.

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.

## 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 Skills section.

## 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](#).

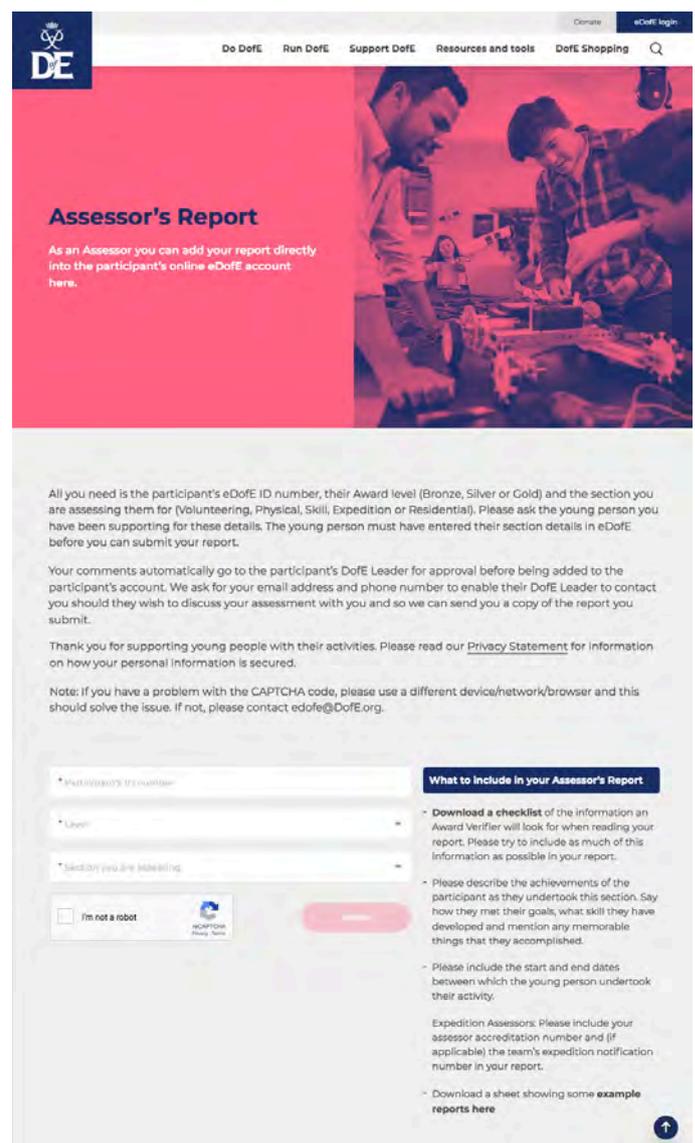
All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold).

- The section you are assessing them for (for example the Skills 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.

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**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 Skills 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.

**Date: 10th September 2019**

Miss Bxxxxxx has been singing with the Bristol Local Community Choir since 5 September 2018. 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.xxxxx**

Conductor/Head of Choir

Tel: 01xxxxxxx Email: rxxxxxx@xxxxxxx.com

Tel: 01173 912583

Email: mark.rxxxx @xxxx.com

**Gold**  
Detach and hand this to your Assessor at the **START** of your DofE activity.

**DE SKILLS**

My name: \_\_\_\_\_ eDofE ID No: \_\_\_\_\_

**Assessor's Guidance Notes**  
Thank you for your time and commitment offering to assess me for the Skills 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 develop practical, social or personal skills over a period of 12 months. I need to spend the following length of time regularly developing my skills, averaging at least one hour a week:

**12 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 learning and developing
- Be available during the time I'm doing my skills activities
- Do a final assessment at the end – discussing my experience, what I've developed and how I reached my goals.

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

**ASSASSOR'S REPORT SKILLS**  
Detach and hand this to your Assessor at the **END** of your DofE activity.

**DE SKILLS**

**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 skills 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](http://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](http://DofE.org/preferences).

**The Skills section**  
**Aim:** To inspire young people to develop practical and social skills and personal interests.

**Completion of the section**  
Young people have met the DofE requirements if they've done their activity regularly, 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, progress, personal development and achievement of their goals.

We will celebrate the achievement of the young person and add it to their permanent record of their DofE programme. Your comments personal, positive and engaging. Return this card to the young person, who will then hand it to their Assessor. Please note the start and end dates.

Participant: \_\_\_\_\_  
eDofE ID No: \_\_\_\_\_  
Level: Gold

Description of activity: \_\_\_\_\_  
Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_ months)  
Goals set by participant: \_\_\_\_\_

**Assessor's comments:**  
Please write on one of the pages below, filling in the boxes, to describe what you have seen and heard. Please write your comments on the back of this card. Please write your comments on the back of this card. Please write your comments on the back of this card. Please write your comments on the back of this card.

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: \_\_\_\_\_

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

# Writing Assessor Reports – Expedition section

Thank you for your time and commitment offering to assess the Expedition 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.

The aim of the Expedition section is for participants to undertake an Expedition programme, developing the participant's team and leadership skills, alongside their appreciation for the outdoors.

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.
- Cannot be related to the participant.
- Ensure that the 20 conditions are met throughout the duration of the expedition.

## The Assessor's Report

When the participant has met the [20 Expedition 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 AAP 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 Expedition section.

## 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](https://DofE.org/assessor).

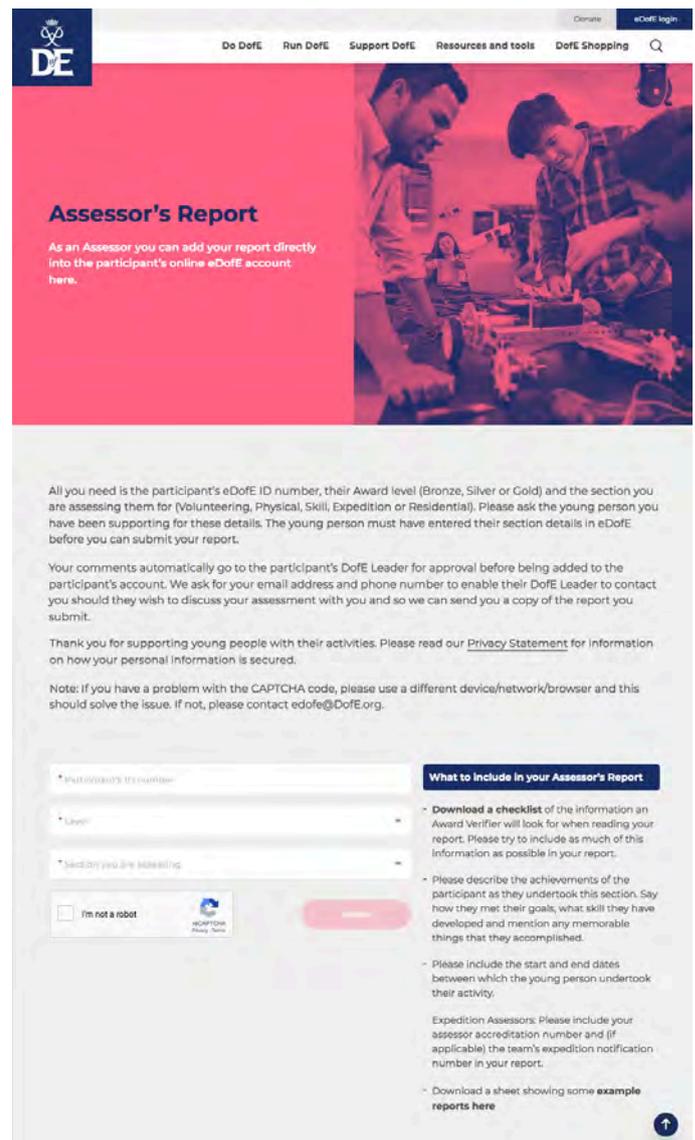
All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold).
- The section you are assessing them for (in this case the Expedition 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.

## What you should write



**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.

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**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](https://DofE.org/assessor), once initial information has been entered and checked.

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

On the Bronze Expedition you will have given the team a through debrief at the end. In your report it should reflect the individuals learning from their experience. This maybe something like

'she learned to take more time in considering the personal equipment that she took' or 'she has realised that working together as a team produces much better results that trying to do things as individuals.

It is not acceptable to simply say "He/she satisfactorily completed the Expedition 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 an accredited DofE Expedition Assessor.

**Dates: 03/06/2019 – 07/06/2019**

Katie played a key part in leading the group throughout the expedition, which they all successfully completed. The team faced challenging weather throughout, but Katie did a great job at keeping spirits high.

Katie demonstrated excellent navigation skills and collected all the information she needed for her report on local wildlife. Katie also encouraged the group to get involved in team activities after each evening meal. This helped to keep morale high and built rapport between the individuals. Katie should be really proud of her achievement – congratulations!

**Pete Hxxxxx**  
 Gold Expedition Assessor  
 Accreditation no: 57xxxxxx  
 Tel: 07xxxxxxx  
 Email: petehxxxxxx @ xxxx.com

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

# Writing Assessor Reports – Residential section

Thank you for your time and commitment offering to assess the Residential section of a participant's Gold 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.

The aim of the Residential section is for participants to take part in a Residential activity.

Participants will be living and working with others on a shared activity, developing their interpersonal skills, across five days and four nights.

As the Assessor you...

- Can help the young person understand what they want to get out of it and help them set their goals.
- Must ensure that participants don't know others in their groups prior to starting the programme (this also extends to staff)
- Can help the participant with advice, training and supervision as needed.
- Ensure participants are taking an active part in the group's daily and evening activities.
- 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.

## The Assessor's Report

When the participant has completed the five days and four nights and met the [five considerations of the Residential section](#), the DofE requires a written report which is a record of their progress. This is commonly called an Assessor's Report.

As an AAP 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 Residential section.

## Submitting a report

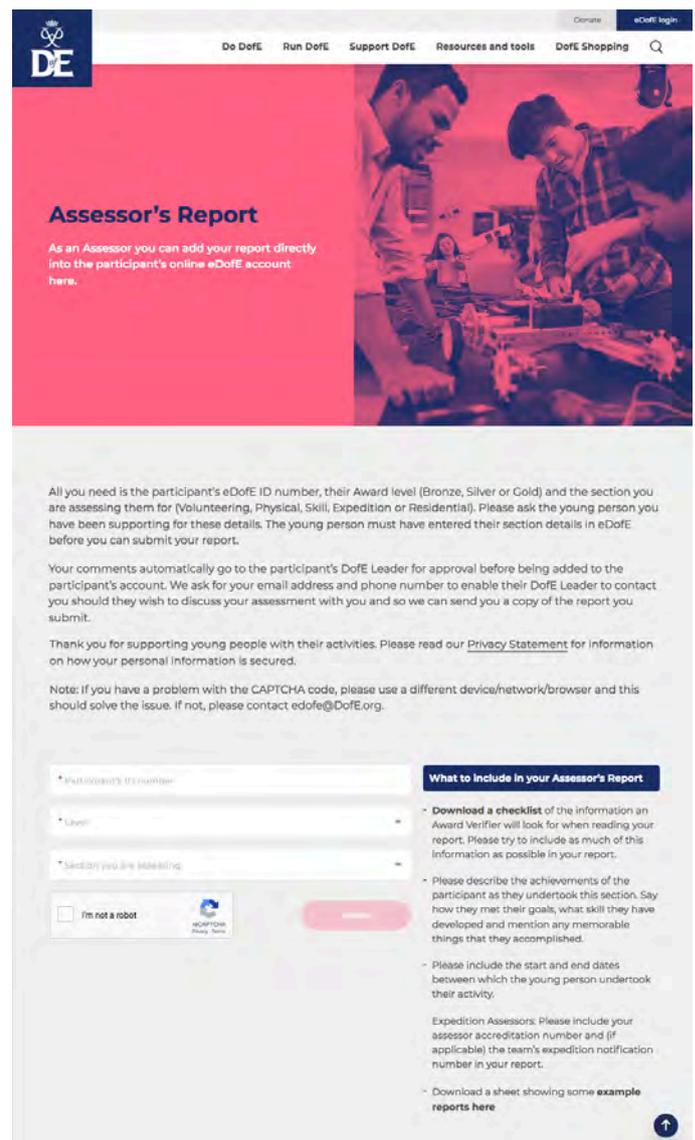
There are two ways to submit Assessor's Reports. You can complete the sectional Assessor's Report Card, found in a participant's Welcome Pack.

Alternatively you can add your report directly into the participant's online eDofE account via [DofE.org/assessor](https://DofE.org/assessor).

All you need is:

- The participant's eDofE ID number.
- Their Award level (this is always Gold for the Residential section).
- The section you are assessing them for (for example the Residential section).

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



**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](mailto:edofe@DofE.org).

**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](https://DofE.org/assessor), once initial information has been entered and checked.

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.

## 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 Residential 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.

Please ensure that the start and end dates are included (times if possible), also an outline of the programme and group size (which needs to be five or more not including the staff).

Participants are required to take part in evening activities with the group too and so some information

about the social activities of the group is helpful.

Finally, they should be in shared accommodation such as bunk houses. Home stays are not acceptable, please can you give an indication in your report of the type of accommodation that was used. The more information about the programme the better, as this helps the participant's leader when signing the activity off, for having met the sectional requirements.

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

### Dates: 01/08/2019 – 07/08/2019

Katie attended the PwC young leader's residential programme between 1st August and 7th August 2019. Katie joined a group of 40 other 'young leaders' who she had never met before. Katie took part in all course activities during the day. In the evenings she took a full part in the games and other social activities. She demonstrated a real enthusiasm for developing her leadership skills and working with others. Katie successfully completed the programme and is now recognised as a 'PwC Young Leader'. Well done!

**Rebecca Mxxxxx**, PwC Young Leaders Programme Manager, Tel: 07xxxxxxx

**Goal:** to learn how to be a successful heritage boat crew member

**Dates:** 25th – 29th August 2019

Rani Hxxxxx worked as part of the crew on a pair of heritage working boats. As a crew member Rani was responsible for day-to-day tasks including: cooking and preparing food for the crew and making sure the boat was clean and fit. She also ensured that the equipment was all stored and kept correctly. During this trip they visited a range of locations, including the Library of Birmingham and the Birmingham museum.

Rani is a polite, friendly and helpful young lady. She is 'quietly' hard working. She is not afraid to get stuck-in and learn new skills – steering, lock working etc. She got on well with everyone on the trip and her supportive and friendly manner made her an asset to the crew. The crew comprised seven young people completing their DofE residential who came together on the first day, not knowing each other but departing after five days as good friends. The group spent their evenings taking part in activities designed by individuals within the group and slept on the boat. All who met the crew commented on their positive attitude, and that they were great ambassadors for the DofE. Well done Rani and best of luck with the rest of your programme.

**Paul Wxxxxx**, Youth Worker

Tel: 07xxxxxxxxx Email: canxxxxxxxx@xxxxxx.com

**Gold**  
 Define and find this to your Assessor at the START of your DofE activity

**DE RESIDENTIAL**

My name: \_\_\_\_\_ eDofE ID No: \_\_\_\_\_

**Assessor's Guidance Notes**  
 Thank you for your time and commitment offering to assess me for the Residential 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 do a shared activity of specific course, with people I don't know in a residential setting away from home, and in an outdoor environment for five days and four nights.

**Can you please:**

- Help me with advice, training and supervision as needed.
- Support and encourage me while I'm on the residential.
- Be available throughout my residential and monitor my progress.
- Do a final assessment at the end - discussing my experiences, how I developed and how I reached my goals.

When I have completed the true requirements and achieved my goals, please can you register your comments on my progress by the suggested methods below.

This will be my evidence of completing my Residential section.

**DE ASSESSOR'S REPORT RESIDENTIAL**

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 a square in your View Evidence folder in eDofE. You can then submit this section for sign-off. You can also add your own comments as eDofE.

To the Assessor  
 Thank you for assessing this participant in their residential 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](http://eDofE.org/assessor)

You will need the information in the top right-hand box of this form side of this card to make your report. Alternatively you can use the same information to the same provider (online) 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 responsible things that they accomplished. Please remember to keep your comments personal, positive and encouraging.

Thank you for assisting young people with their DofE activities. If you'd like to stay in touch with the DofE, please visit [DofE.org/ambassadors](http://DofE.org/ambassadors).

**The Residential section**

**Aim:** To help participants through a concentrated involvement with people they don't know, who are usually from different backgrounds, and bring alternative views to the challenges they will face. The Residential section focuses their experiences by encouraging them to make a difference in a team-based residential setting.

**Completion of the section**  
 Participants do a shared activity or specific course with people they don't know in a residential setting away from home and in an outdoor environment. Evenings are often a mix of part of the experience as the daytime activities.

**Your Assessor's Report**  
 Please take the time to think about what evidence you provide. You can talk about training, progress, team contribution (if applicable), personal development and achievement of their goals.

What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. To please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

**Online**  
 To enter your report online, visit [eDofE.org/assessor](http://eDofE.org/assessor) and follow the instructions. You will need the participant's name, their eDofE ID number, their DofE level and the section you have assessed.

**On paper**  
 Please fill in your comments on the Assessor's Report card which the participant received in their welcome pack and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into eDofE, our online system.

**DE ASSESSOR'S REPORT RESIDENTIAL**

Participant: \_\_\_\_\_  
 eDofE ID No: \_\_\_\_\_  
 Level: \_\_\_\_\_

Description of activity: \_\_\_\_\_

Date started: \_\_\_\_\_ Completed: \_\_\_\_\_ Mark for Award (if any): \_\_\_\_\_

Goals set by participant: \_\_\_\_\_

**Assessor's comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How many in the group? \_\_\_\_\_ Did they meet for the first time? Yes/No  
 What was the accommodation? Yes/No  
 Did they share the accommodation? Yes/No  
 What were the evening activities and were they spent with the group? \_\_\_\_\_

Outline of activities, skills learnt and achievements:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Assessor's position/qualification: \_\_\_\_\_  
 Assessor's phone number: \_\_\_\_\_  
 Assessor's email: \_\_\_\_\_

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