

# 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 participants 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).

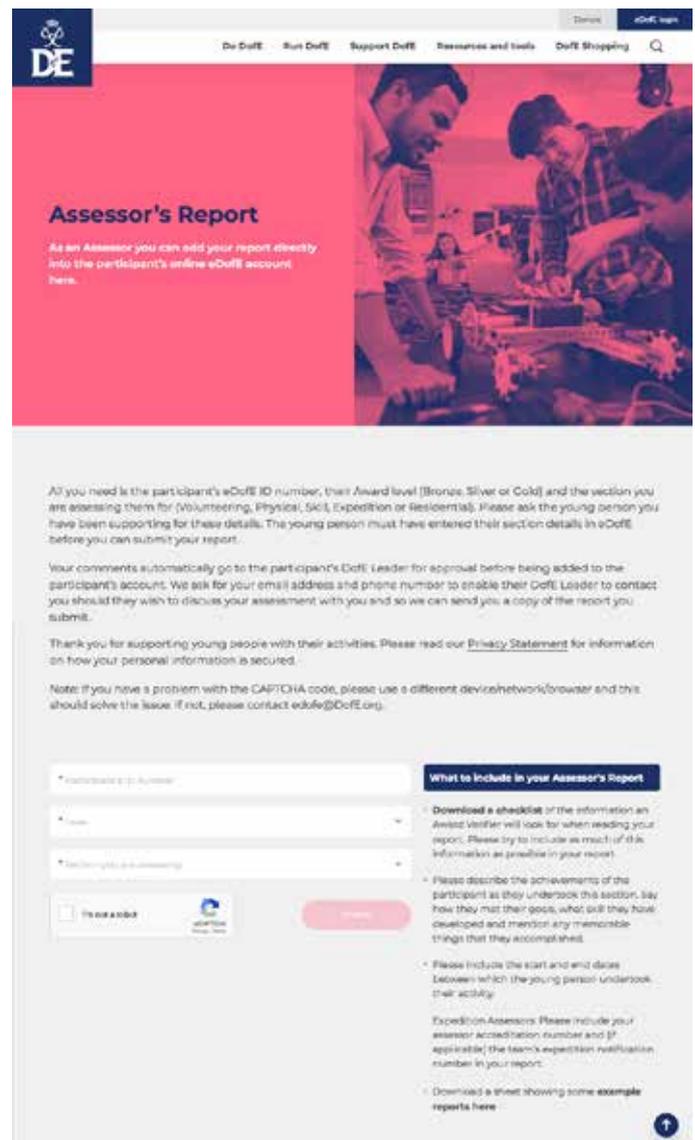
All you need is:

- 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.

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 skills 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 registration 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.

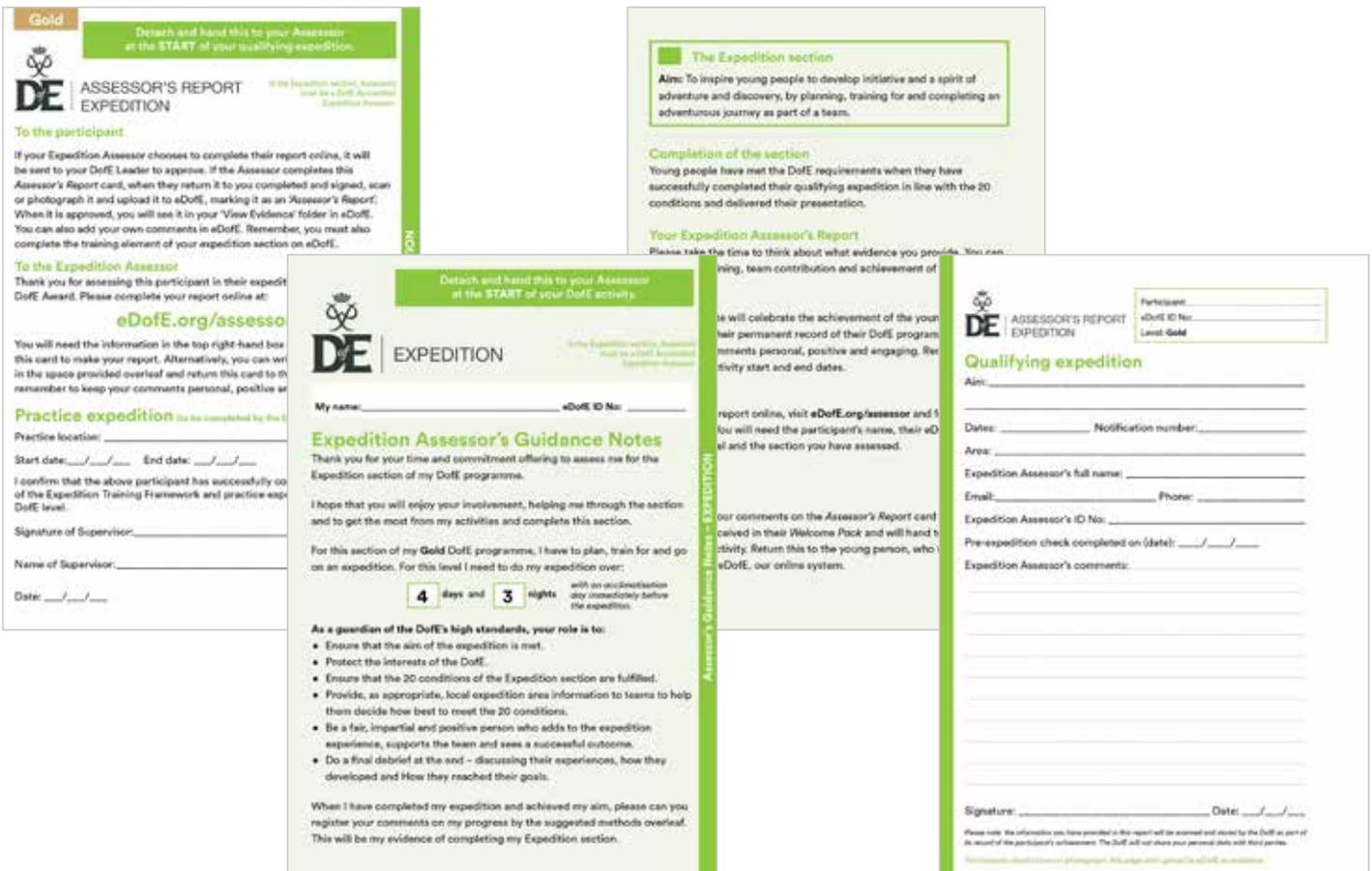
Below is an example Assessor Report that has been submitted by an accredited DofE Expedition Assessor.

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