

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

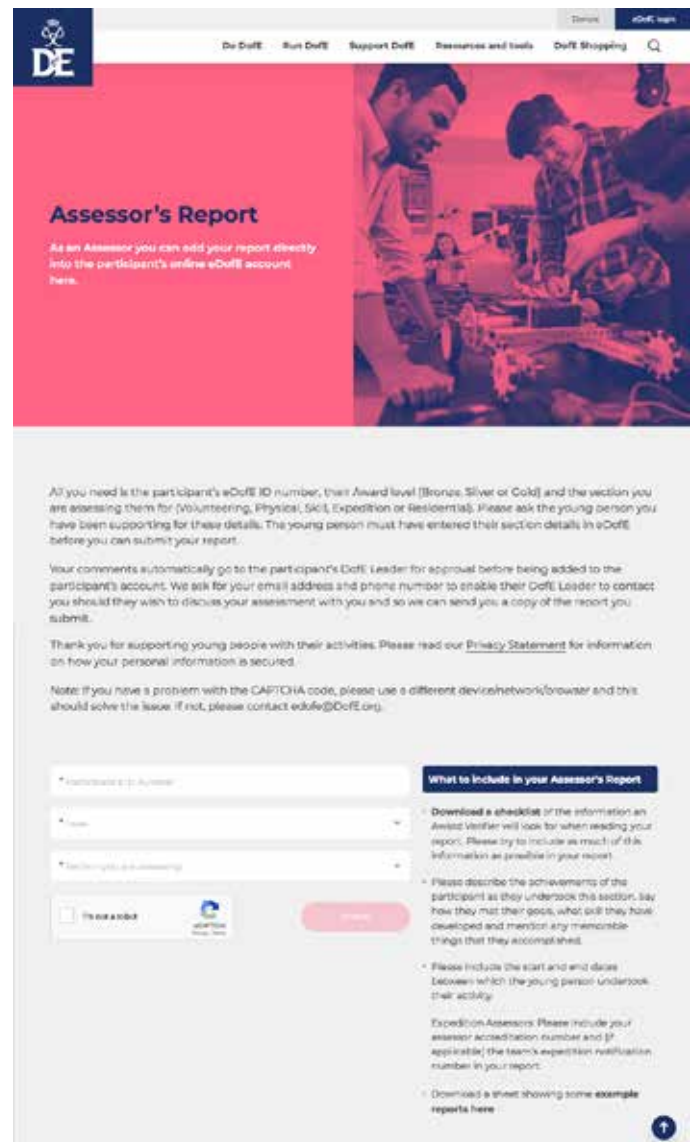
There are two ways to submit Assessor's Reports. You can complete the sectional Assessor's Report Card, found in a participant's Welcome Pack.

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

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/router and this should solve the issue. If not, please contact edofe@dofe.org.

Participant's eDofE ID number

Participant's name

Section you are assessing

Print out a card

Submit

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 verification 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.

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 Hxxxxxx 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

This page provides instructions for the assessor, including:

- Thank you for your time and commitment offering to assess for the Residential section of the DofE programme.
- It is important that you will please your involvement, helping me through the report and to get the most from my activities and complete the section.
- For this section of the DofE programme, I have to do a three section or specific areas, with people I don't know in a residential setting away from home, and an additional assessment for the time and from report.
- Can you please:**
 - Investigate what I need to get out of it and help me set my goals.
 - Bring me with advice, training and support as needed.
 - Support and encourage me while I'm on the residential.
 - Be available throughout my residential experience and program.
 - Be a final assessment of the year - objectives you experience, how I developed and how I reached my goals.
- When I have completed the three requirements and achieved my goals, please can you sign my report card on my progress to the appropriate methods needed.
- This will be the evidence of completing my Residential section.

This page contains instructions for both the participant and the assessor:

- To the participant:** Before 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, making it an Assessor's Report. When it has been approved you will see it appear in your View Evidence Online in eDofE. You can then submit your evidence for sign-off. You can also send your evidence to 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 have been doing, how they are prepared and how they in fact 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 assessment in the space provided (marked assessment form used by the participant). What to include in a report: Please describe the achievements of the participant as they did this section. Do they meet their goals, what skills have they developed and reached any reasonable 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.

This section describes the residential activity:

- Aim:** To inspire participants through a residential experience with people they don't know, who are coming from different backgrounds, and being able to share ideas to challenge their skills. The Residential section breaks their experience for enhancing their skills to make a difference to 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 unfamiliar environment. Examples are often as much a part of the experience as the before 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 evidence the achievement of the young people 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.**
- Online:** To enter your report online, visit 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 are assessing.
- The paper:** Please fill in your comments on the Assessor's Report card which the participant completed or their behaviour. Your card will be sent to you at the end of their activity. Restricted to the young person, who will use it and signed in only eDofE, our online system.

This section is for the assessor to provide details and feedback:

- Description of activity:** (Space for text)
- Assessor's comments:** (Space for text)
- How was the group?** Did this meet the first DofE goal? (Yes/No)
- What was the accommodation?** (Space for text)
- Describe any other activities? Details:** (Space for text)
- What were the evening activities and were they open to all in the group?** (Space for text)
- Outline of activities, with report and achievement:** (Space for text)
- Signature:** (Space for signature)
- Assessor's name:** (Space for name)
- Assessor's position/affiliation:** (Space for text)
- Assessor's telephone number:** (Space for text)
- Assessor's email:** (Space for text)

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