Thank you for your time and commitment offering to assess a 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.

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.
- Will have knowledge of the activity, and be available over the time they are doing it.

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 participants section.

The Assessor’s Report is written following the successful completion of the section. It is a review of the activities that the participant has been carrying out, and should capture their memorable and major achievements.

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 Volunteering 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.

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 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: 13th February 2020

Miss Bxxxxxx has been singing with the Bristol Local Community Choir since 5 February 2019. 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 xxxx.

Thanks for all ongoing commitment.

R.xxxxx
Conductor/Head of Choir
Tel: 01xxxxxxx Email: rxxxxxx@xxxxxxxxx.com
Tel: 0xxxx 9xxxxx
Email: mark.rxxxxx @xxxxx.com

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