

# Assessor's Report Pack

Name:



BROADWATER  
SCHOOL

## Bronze DofE Award

### Timescale

The Physical, Skills and Volunteering sections must be undertaken once a week, with two of these sections to be completed over three months, and one over six months. Although students will be assisted in selecting appropriate activities and monitored throughout the delivery of the Award, completion of these sections will primarily be the responsibility of the students taking part.



**SILVER**

**Volunteering 6 months**

**Physical** one section for 6 months, the other for 3 months

**Skills** one section for 6 months, the other for 3 months

*Plus an extra 6 months in the Volunteering, or the longer of the Physical or Skills sections if you haven't got Bronze.*

**Expedition 3 days 2 nights**



## Silver DofE Award

### Timescale

The Physical, Skills and Volunteering sections must be undertaken once a week, with two of these sections to be completed over 6 months, and one over 3 months.

If your child did not complete their Bronze Award, they are required to do an extra 6 months either volunteering, or whichever of the Physical or Skills section they did for 6 months. **To summarise, if they have not done Bronze, they will do one section for 12 months, another for 6 months and the remaining one for 3 months.**

## How to get your Assessor Report

When you are working towards completing each section, your Assessor, as well as supporting and encouraging you with your activity, will be monitoring you to see if you have demonstrated effort, perseverance and improvement for a minimum of either three or six months.

When you have completed the minimum timescale for your section and have achieved your goals, you are required to ask your Assessor to write a report to evidence your progress to complete the section.

This information can be documented on the pages within this pack, which contain a template for them to record the information, as well as a guide to help them to write it.

You may prefer to ask them to write the information in your welcome pack, displayed below:

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

**DE VOLUNTEERING**

Assessors cannot be related to a DoFE participant. They should be an 'expert' in the chosen activity (such as the section's leader). DoFE Leaders must approve the choice of Assessor for each section.

My name: \_\_\_\_\_ eDoFE ID No: \_\_\_\_\_

**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 your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Silver** 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

**Can you please:**

- Understand what I want to get out of it and help me set my goals
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm volunteering
- Be available throughout my volunteering time and monitor my progress
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Volunteering section.

**The Volunteering section**

**Aim:** To inspire young people to make a difference within their communities or to an individual's life and develop compassion by giving service to others.

**Completion of the section**

Young people have met the DoFE requirements if they've volunteered regularly, averaging at least one hour a week over the agreed time and if they've 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, team contribution (if applicable) and achievement of their personal goals.

What you write will celebrate the achievement of the young person and will 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 [www.DofE.org/assessor](http://www.DofE.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.

or...

**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. You can also supply a certificate, letter etc. for them to scan.

Detach and hand this to your Assessor at the **END** of your DoFE activity.

**DE Assessor's Report VOLUNTEERING**

**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 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 volunteering activity for their Duke of Edinburgh's 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:

[www.DofE.org/assessor](http://www.DofE.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 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.

Thank you for supporting young people with their DoFE activities.

Participant: \_\_\_\_\_ eDoFE ID No: \_\_\_\_\_ Level: **Silver**

Activity: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_ months)

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

**Assessor's comments:**

Please write in black ink on printed paper using solid writing. Comments if applicable and comments about your work and attitude. This is a permanent record of the young person and will form part of their permanent record of their DoFE programme.

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

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

Please print, attach a scan or photograph of this page and upload to eDoFE as evidence. Please ensure it is neat and legible.

If you need to contact your Assessor via email to obtain the information, please see a template below, which you are welcome to use.

Dear (Name)

I have now completed the required time for my DofE (Volunteering/ Physical/ Skills) section. I would appreciate it if you could write an assessor's report for me as evidence of the progress I have achieved towards my goals during this time. Please follow this link which will take you to the DofE Assessors' Reports site: <https://www.dofe.org/Assessor>

You will need my eDoFE ID number which is: (Insert Number) My DofE Award level is Bronze/Silver.

The dates and my goals will appear on the report site and there is also further guidance on writing reports on this site should you need it.

Thank you very much for agreeing to be my assessor. Your report will enable me to complete this section and progress towards completing my DofE programme.

Kind regards

(Name)

Please see MPE, TPO or ACO if you need any support with this. We look forward to receiving your reports and reading about your fantastic achievements.

## **Writing Assessor Reports**

Thank you for your time and commitment offering to assess the Physical section of a participant's Bronze Duke of Edinburgh's Award.

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section and helping them get the most from the activities they have undertaken.

### **The Assessors 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**.

### **What is the role of an Assessor?**

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
- Support and encourage them while they are doing their activity
- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### **Completion of the section**

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements of three or six months.

### **What should my Assessor's report contain?**

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

It is not acceptable to simply say "he/she satisfactorily completed the Physical section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor.

*"Jack has been consistently attending the gym for all most 2 years now.*

*He has worked on muscular endurance, cardiovascular fitness, muscular strength and agility. He has employed a plethora of methods from plyometrics to weight training, showing determination and dedication throughout. Whatever the weather, Jack would be there.*

*He has improved greatly as an athlete, due to his informed training and fantastic outlook and attitude, he has become a healthy, agile and strong young man.*

*He has even begun to show leadership in showing younger students the ropes in the gym."*

### **How to submit your report**

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### **Online**

To enter your report online, visit [www.DofE.org/assessors](http://www.DofE.org/assessors) 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 either on the back of this sheet or their welcome pack, and hand it back to the young person, who will scan it and upload it. You can also supply a certificate, letter etc. for them to scan or upload.

Please contact the participant's DofE Manager, Desrene Carty, at [dofe@furzeplatt.net](mailto:dofe@furzeplatt.net), if you need further information or support to complete your report.



ASSESSOR'S  
REPORT PHYSICAL

Participant: \_\_\_\_\_

eDofE ID No.: \_\_\_\_\_

Level: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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## Assessor's comments:

*Please write as much as possible talking about training teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.*

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

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

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

## **Writing Assessor Reports**

Thank you for your time and commitment offering to assess the Skills section of a participant's Bronze Duke of Edinburgh's Award.

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section and helping them get the most from the activities they have undertaken.

### **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**.

### **What is the role of an Assessor?**

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
- Support and encourage them while they are doing their activity
- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### **Completion of the section**

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements.

### **What should my Assessor's report contain?**

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

It is not acceptable to simply say "he/she satisfactorily completed the Skills section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor:

*"Lewis improved his skills during our street dance sessions by learning two different styles of street dance; House and Breakin'. He built his knowledge of different styles of music, including the difference in beat, tempo and intention. Lewis went on to learn foundations steps from both styles with the intention to build his own choreography with these steps and the dynamics we have learnt can be added to make choreography unique. He built his confidence week on week as he learnt more and you could see a real performance side to him. The less self-conscious Lewis became, the more you could see real talent. He worked very hard when in the studio and I feel he has gained a beginner's guide to House and Breakin'."*

### **How to submit your report**

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### **Online**

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#### **On paper**

Please fill in your comments either on the back of this sheet, or their welcome book and hand it back to the young person, who will scan it and upload it. You can also supply a certificate, letter etc. for them to scan or upload.

Please contact the participant's DofE Manager, Desrene Carty, at [dofe@furzeplatt.net](mailto:dofe@furzeplatt.net), if you need further information or support to complete your report.



ASSESSOR'S REPORT  
SKILLS

Participant: _____
eDofE ID No.: _____
Level: _____

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

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

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

## Writing Assessor Reports

Thank you for your time and commitment offering to assess the Volunteering section of a participant's Bronze Duke of Edinburgh's Award.

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section, and helping them get the most from the activities they have undertaken.

### 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**.

### What is the role of an Assessor?

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
- Support and encourage them while they are doing their activity
- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### Completion of the section

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements.

### What should my Assessor's report contain?

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

It is not acceptable to simply say "he/she satisfactorily completed the Volunteering section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor:

*"Sarah 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 engage with them. From September- December 2023, her confidence seemed to grow.*

*A stand out moment for us was when Sarah handled a situation with great maturity. This experience will be great to enhance Sarah's CV, and we hope she continues working with us. Well done Sarah."*

### How to submit your report

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### Online

To enter your report online, visit [www.DofE.org/assessors](http://www.DofE.org/assessors) 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 either on the back of this sheet, or in their welcome pack and hand it back to the young person, who will scan it and upload it. You can also supply a certificate, letter etc. for them to scan or upload.

Please contact the participant's DofE Manager, Desrene Carty, at [dofe@furzeplatt.net](mailto:dofe@furzeplatt.net), if you need further information or support to complete your report.



ASSESSOR'S REPORT  
VOLUNTEERING

Participant: \_\_\_\_\_

eDofE ID No.: \_\_\_\_\_

Level: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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### Assessor's comments:

*Please write as much as possible talking about training teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.*

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

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

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

## Step 6: Uploading evidence or a written assessors report to the non-mobile and mobile versions of eDofE

Non-mobile eDofE:

Home | LifeZone | Resources | E

You are here > My Bronze DofE > Physical > Add evidence

Sam Smith  
ID No: 1574010  
Enrolment date: 03/10/2016  
[View/edit my profile](#)

DofE Information  
My Bronze DofE  
Volunteering  
Physical  
Add evidence  
View evidence  
Skills  
Expedition  
Resources  
Keep Safe  
My Settings  
DofE Essentials  
Help

CEOP REPORT  
ceop.police.uk

### Add evidence

What evidence would you like to add?

Photos [jpg, jpeg, tiff, gif, png, eps] | Video [mpg, mpeg, mov, avi, mp4, flv, h264, h265] | Text [doc, docx, xls, xlsx, pdf, doc, rtf, odt, oodt, oox, ooxl, ooxm, ooxp] | Other

Things to look out for

- ✓ You can upload multiple files, the maximum size per file is 10mb
- ✓ Please give your evidence a sensible name
- ✓ Ensure your photo files are really good quality (minimum 1mb)

You can also select one piece of evidence to be the Assessor's report for this section.

Title	Assessor's report	Edit	Remove
Assessor Report	<input checked="" type="radio"/>		
None of these are the Assessor's report:	<input type="radio"/>		

Select your Leader: Hannah Trent

Save and submit

In order to complete your sections you need to upload evidence for your Leader.

To do this click into the relevant section and click 'Add evidence' on the left hand side, then select the appropriate file type.

If this is your Assessor Report – make sure you select 'Assessor's Report'.

Finally, click on 'Save and submit'.

As a minimum you will need as Assessors Report for each section; however you may wish to upload additional evidence such as photos, activity logs or diary entries to help evidence your activities.

Mobile eDofE:

Using the mobile site makes it easier for you to upload your evidence or pictures directly to your account from your mobile or tablet.