

DofE Guide - Completing Assessor Reports Online

Once you have completed your hours and logged evidence the final step to complete the section is to upload a report written up by your Assessor. There are two options for this, the paper copy you received in the post (see below) or an electronic report. This document explains how to request an electronic report.

Timescales – minimum commitment

Bronze – 6/3/3 - 6 months @ 1 hour per week = 26 hours
 - 3 months @ 1 hour per week = 13 hours

Silver – 6/6/3 - 6 months @ 1 hour per week = 26 hours
 - 3 months @ 1 hour per week = 13 hours

Gold – 12/12/6 – 12 months @ hour per week = 52 hours
 - 6 months @ 1 hour per week = 26 hours

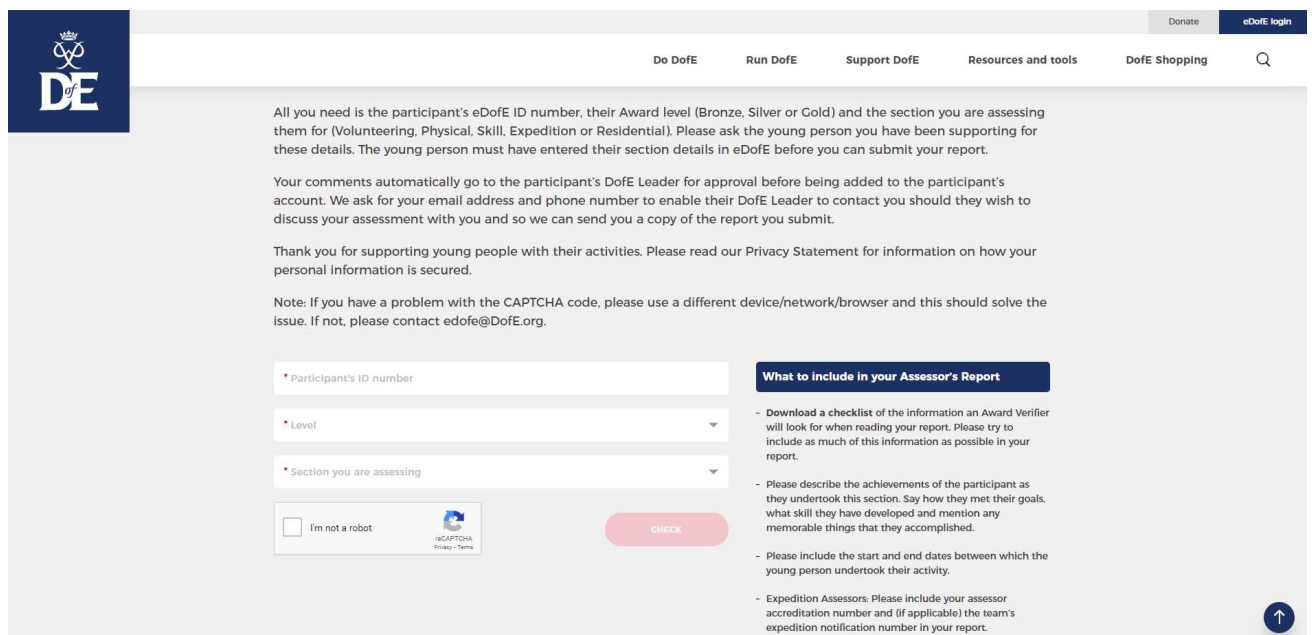
Direct entrants do a little longer.



The image shows a sample of an 'ASSESSOR'S REPORT VOLUNTEERING' form. It includes fields for 'Participant ID No.', 'Level', 'Description of activity', 'Date started', 'Completed', 'Goals set by participant', 'Assessor's comments', 'Signature', 'Date', 'Assessor's first name', 'Last name', 'Assessor's position/qualification', 'Assessor's phone number', and 'Assessor's email'. Six yellow callout boxes with arrows point to specific sections: 1. Your name and ID number (top right); 2. Start and end dates match online programme planner and meet minimum timescale (top left); 3. Your assessor should complete these sections (middle right); 4. This is the crucial part. Did you meet the 1 hour per week 3/6 month commitment? (middle left); 5. Date of signature cannot be before completion date above (bottom right); 6. Signature, name and contact details match programme (bottom left).

Why an online report?

It may well be simpler to email your assessor asking if they might kindly complete your assessor report online. The electronic report is sent straight to your DofE Manager for approval, so this also speeds up the process. It can also be helpful if you are prone to losing pieces of paper...! Please see below a template email I have created for you to use to collect your assessor reports.



The screenshot shows the 'eDofE login' page. At the top, there is a navigation bar with links for 'Do DofE', 'Run DofE', 'Support DofE', 'Resources and tools', and 'DofE Shopping'. Below the navigation bar, there is a large text area with instructions: '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.' Below this, there are three dropdown menus for 'Participant's ID number', 'Level', and 'Section you are assessing'. There is also a 'CHECK' button. To the right, there is a section titled 'What to include in your Assessor's Report' with a list of instructions: '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.', and 'Expedition Assessors: Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.'

A useful template

(please delete and edit as appropriate)

Dear (Mr Bower)

Earlier in the year you kindly agreed to be my Assessor for my (Bronze/Silver/Gold) Duke of Edinburgh's Award (physical/volunteering/skill) section. I have now completed the required time commitment and would be very grateful if you could please spare some time complete an online assessor report?

The report can be accessed via this link: <https://www.dofe.org/assessor/>

My details are as follows:

Participant ID number: (???????????????)

WMB note for participants - you can find this on the sticker on your DofE folder or in the top left corner on your eDofE account.

Level: (Bronze/Silver/Gold)

Section: (physical/volunteering/skill)

There is some guidance on the link on how the report can be filled out, plus some examples. I have (exceeded/met) the time commitment (13/26) hours for this (3/6) month section. Please could you make a statement on the report that I have 'met the time commitment required for this section'?

I have met my goal and really enjoyed taking part in this activity. My highlight was (...). Thank you for being my assessor and taking the time to complete this form. If you have any questions, please don't hesitate to ask me.

Best wishes

(Your name)

What's next?

Once your assessor has completed the report it will be sent straight to your DofE leader who will approve or query. Remember the comments will be checked carefully to confirm you have worked well and met the time commitment.

You should also upload your activity log, photos or certificates as other evidence. Following this the section can be approved! You should check your eDofE account to see whether it says you're complete.

I hope you found this information useful. Good luck in completing your award.

W M Bower

Update 5/5/23