

# Writing Assessor Reports – Skills section

Thank you for your time and commitment offering to assess the Skills 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 Skills section is for participants to undertake a skilful activity, developing their practical and social skills through setting personal challenges and striving to master a new ability.

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.

## 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 participant's section.

The Assessor's Report is written following the successful completion of the Skills 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).

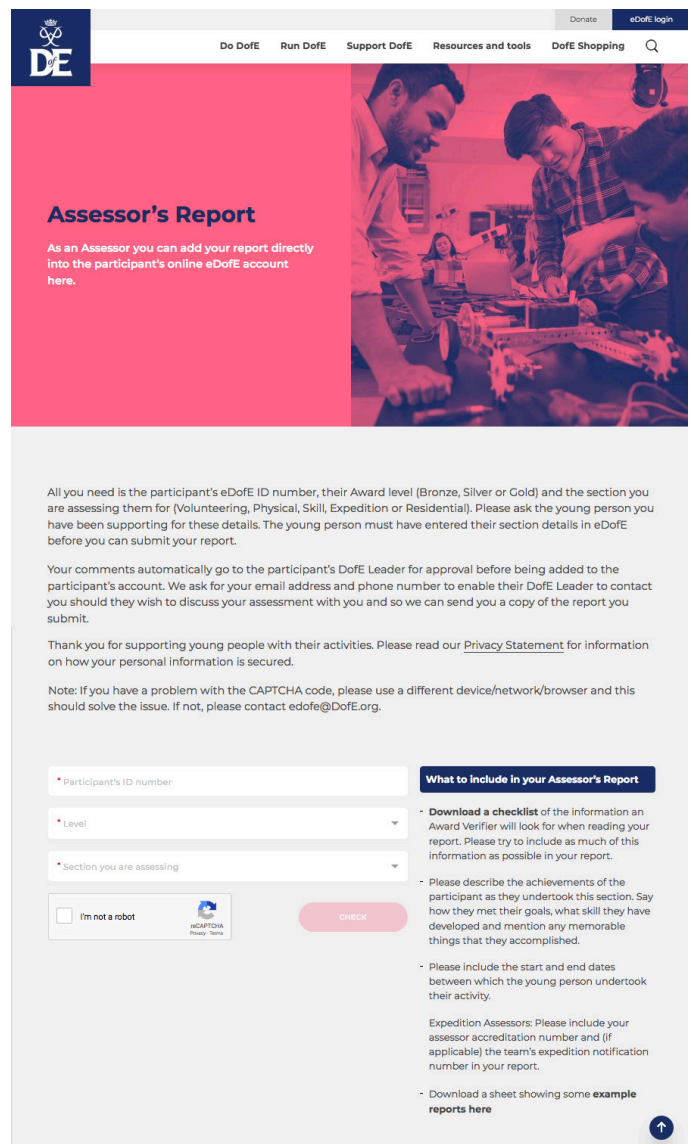
All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold).

- The section you are assessing them for (for example the Skills 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.



The screenshot shows the 'Assessor's Report' page on the DofE.org website. The page has a blue header with the DofE logo and navigation links: 'Do DofE', 'Run DofE', 'Support DofE', 'Resources and tools', 'DofE Shopping', 'Donate', and 'eDofE login'. The main content area is white with a blue sidebar on the left. The sidebar contains the heading 'Assessor's Report' and a sub-heading 'As an Assessor you can add your report directly into the participant's online eDofE account here.' The main content area contains a large image of a young person working on a project, followed by a form with the following fields: 'Participant's ID number', 'Level', 'Section you are assessing', and a checkbox for 'I'm not a robot'. To the right of the form is a section titled 'What to include in your Assessor's Report' with bullet points: '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 notification number in your report.', and 'Download a sheet showing some example reports here'. At the bottom right of the form is a 'CHECK' button.

Above: example of Assessor's Report screen on [DofE.org/assessor](https://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 Skills 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: 10th September 2019**

Miss Bxxxxxx has been singing with the Bristol Local Community Choir since 5 September 2018. 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 xxxxx.

Thanks for all ongoing commitment.

**R.xxxxxx**

Conductor/Head of Choir

Tel: 01xxxxxxxxx Email: rxxxxxx@xxxxxxxxx.com

Tel: 01173 912583

Email: mark.rxxxxx @xxxx.com

Gold	Skills
<p>Detach and hand this to your Assessor at the START of your DofE activity.</p> <p>Assessors cannot be related to a DofE participant. They should be an expert in the chosen activity (such as a teacher). DofE Leaders must approve the choice of Assessor for each section.</p> <p>My name: _____ eDofE ID No: _____</p> <p><b>Assessor's Guidance Notes</b></p> <p>Thank you for your time and commitment offering to assess me for the Skills section of my DofE programme.</p> <p>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.</p> <p>For this section of my Gold DofE programme, I have to develop practical, social or personal skills over a period of 12 months. I need to spend the following length of time regularly developing my skills, averaging at least one hour a week:</p> <p>Participant to write number of months here: <u>12</u> months</p> <p><b>Can you please:</b></p> <ul style="list-style-type: none"><li>Understand what I want to get out of it and help me</li><li>Help me with advice, training and supervision as needed</li><li>Support and encourage me while I'm learning and developing</li><li>Be available during the time I'm doing my skills activity</li><li>Do a final assessment at the end – discussing my experience, what I have developed and how I reached my goals.</li></ul> <p>When I have completed the time requirements and achieved my goals, I can register your comments on my progress by the overleaf. This will be my evidence of completing my Skills section.</p>	<p><b>The Skills section</b></p> <p><b>Aim:</b> To inspire young people to develop practical and social skills and personal interests.</p> <p><b>Completion of the section</b></p> <p>Young people have met the DofE requirements if they've done their activity regularly, averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.</p> <p><b>Your Assessor's Report</b></p> <p>Please take the time to think about what evidence you provide. You can talk about training, progress, personal development and achievement of their goals.</p>
<p>Detach and hand this to your Assessor at the END of your DofE activity.</p> <p><b>DE   ASSESSOR'S REPORT SKILLS</b></p> <p><b>To the participant</b></p> <p>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.</p> <p>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 View Evidence folder in eDofE. You can then submit this section for sign-off. You can also add your own comments in eDofE.</p> <p><b>To the Assessor</b></p> <p>Thank you for assessing this participant in their skills activity for their DofE Award.</p> <p>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:</p> <p><b>eDofE.org/assessor</b></p> <p>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.</p> <p><b>What to include in a report:</b></p> <p>Please describe the achievements of the participant as they did 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.</p> <p>Thank you for supporting young people with their DofE activities. If you'd like to stay in touch with the DofE, please visit <a href="http://DofE.org/preferences">DofE.org/preferences</a>.</p>	<p>Participant: _____ eDofE ID No: _____ Level: Gold</p> <p>Description of activity: _____</p> <p>Date started: ____/____/____ Completed: ____/____/____ (____ months)</p> <p>Goals set by participant: _____</p> <p><b>Assessor's comments:</b></p> <p>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 form part of their permanent record of their DofE programme. Please note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.</p> <p>What progress did they make towards their goals?</p> <p>What did they achieve, what skills did they learn?</p> <p>How frequently did they take part in this activity?</p> <p>Any other comments?</p> <p>Signature: _____ Date: ____/____/____</p> <p>Assessor's first name: _____ Last name: _____</p> <p>Assessor's position/qualification: _____</p> <p>Assessor's phone number: _____</p> <p>Assessor's email: _____</p> <p><small>Participants should scan or photograph this page and upload to eDofE as evidence.</small></p>

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