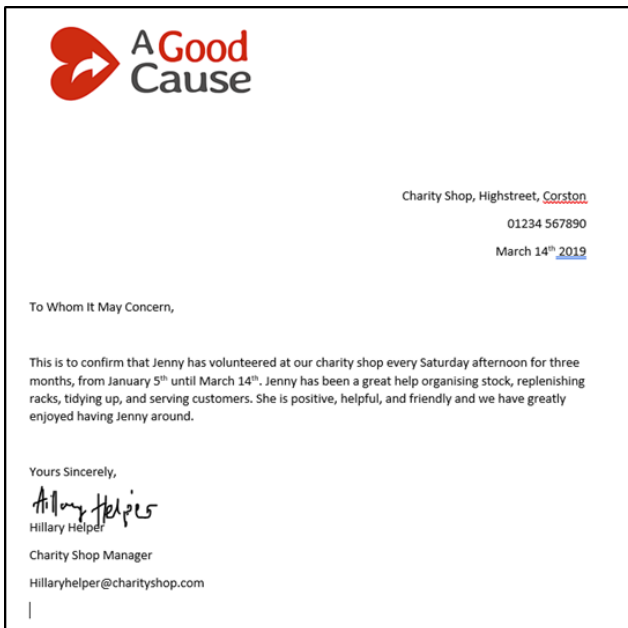
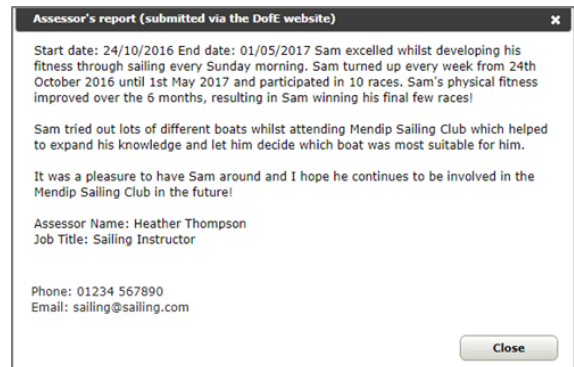


Assessor's Reports

- An Assessor's Report is required for a participant to complete a section.
- It must include the participant's name, start/end date, goals/achievements, Assessor's name, position and contact details.
- Other evidence such as certificates, logbooks, and photos can be added, but these cannot replace an Assessor's Report.
- An Assessor's Report can be submitted in several ways and in different formats:

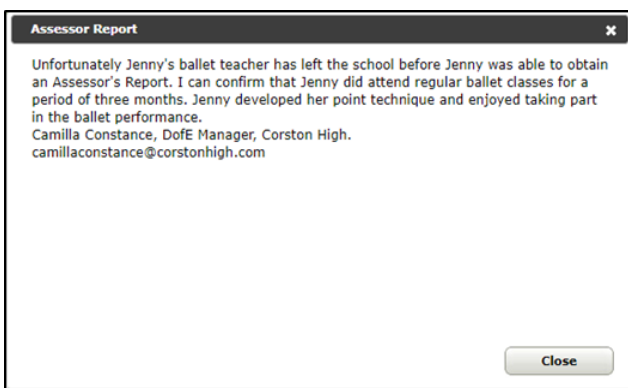


A signed headed letter from the Assessor.

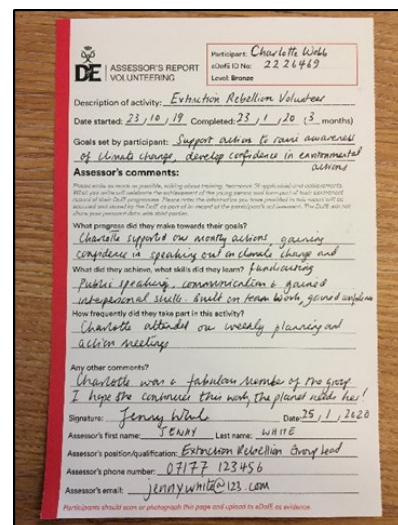


An Assessor's Report submitted through the eDofE Assessor Portal eDofE.org/Assessor

If submitted through the portal, the Assessor's Report will have a black L in the corner to demonstrate it is written by the Leader and not the participant.



An Assessor's Report submitted by the DofE Leader on eDofE.



An Assessor's Report from the Participant's Welcome Pack.

Frequently Asked Questions

In what scenarios can I, as a Leader or DofE Manager, add an Assessor's report for a participant on completion of their section if I am not the original Assessor?

- If you know that a participant has completed their activity, and the report cannot be provided by the Assessor, then you can add an Assessor's Report.
- This should be an exception and not the rule.

What happens if a participant has put a parent or close family member down as an Assessor?

- Parents or close family members cannot be Assessors. The participant will need to identify someone else.

What if the participant cannot identify an Assessor?

- Help the participant to identify an appropriate Assessor. An Assessor could be someone with an interest/knowledge of the activity. For example a cookery teacher could assess a participant who is doing baking for their Skill section, a PE teacher could assess a participant doing cycling for their Physical section. Advice on finding an Assessor during Covid-19 can be found [here](#).
- If no Assessor can be identified, as their Leader you could be their Assessor. In this instance you will need the participant to demonstrate a plan for the duration of their activity, to identify a goal, and show you evidence of working towards it – for example, if cycling is chosen for the physical, you could ask the participant to upload maps of their rides to eDofE.

What if the dates or Assessor's name on the Assessor's Report are different to the Programme Planner?

- As long as the Assessor's Report confirms the participant has undertaken the activity for the amount of time they have stipulated on eDofE, i.e. 3/6/12/18 months, there is no need to ask the participant to change and resubmit the details on their Programme Planner.

What if there is no contact details for the Assessor on the Programme Planner?

- The name of the Assessor is a required field.
- The contact information should be included for the participant to complete the section where the Assessor is not known to the DofE Manager or Leader.

What should be in an Assessor's Report?

- Assessor's Reports, in any format, should include the name of the participant, the activity, the duration of the activity undertaken, the role/position of the Assessor (and Assessor accreditation number for expedition is required), a signature, and either an email address or contact number.
- A report should describe the achievements of the participant. For example this could include how they met their goals and what skills they have developed. Assessor's Reports should be personal, positive and encouraging.

What if an Assessor's Report is not 'marked'?

- In order to approve a section, there needs to be one marked Assessor's Report. Simply click the piece of evidence and click 'Mark as Assessor's Report'.
- If the Assessor's Report has been submitted through the eDofE Portal, there will be a black L in the corner. This demonstrates the report was written by a leader and not a participant.

How can I un-mark an Assessor's Report?

- To un-mark an Assessor's Report, simply click the piece of evidence and click 'Unmark as Assessor's Report'.

Can I directly approve a section once I have approved an Assessor's Report?

- Yes please. We encourage you to directly approve a section each time you approve an Assessor's Report. Do this by simply clicking 'Directly approve section' at the bottom of the section details. This will avoid participants having to submit the whole section for approval (which is often forgotten).