

Assessor's and their reports: Skill, Physical, Volunteering

Content

- Who is the assessor, what do they do?
- What does an assessor's report need to include?
- Different ways of getting an assessor's report.
- Inadequate assessor reports.
- What to do if you can't get your assessor to write a report.
- Where to get advice from.

Assessors

Every section a student completes for their DofE Award must be assessed by an adult. The rules are as follows:

- Anyone can assess as long as they are over 18 and not a member of the immediate/close family.
- Assessors are required for every section, you cannot complete a section without an assessor's report.
- Only an expedition assessor can assess your expedition – they are typically provided by the expedition company or will be a qualified member of staff.
- Students must choose an assessor before they start a section and the assessor must understand and agree with what is expected of them in this role.
- Students must add onto their eDofE account either an email address or valid telephone number for every assessor.
- After an assessor's report has been submitted DofE staff either at the school or regional office may contact your assessor to confirm details/to check they assessed you properly. They are selected at random and may not be for several months after the report was written.

The assessor must be able to state if the student has done the required activity for an hour a week throughout the duration of that section. **The student must prove** they have spent required on their chosen activity if their assessor hasn't witnessed this first hand.

What does an assessor's report need to include?

The official requirements from the DofE website state that assessors need to:

- 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.
- Include the start and end dates between which the young person undertook their activity.
- Please remember to keep your comments personal, positive and encouraging.

Here is an example of an assessor's report I would typically write:

Bob has been volunteering at "Mammoth World" for the last 15 months between 1st January 2016 and 30th April 2017.

He has been coming once a week for an hour and has been helping our team feed our mammoths and read them a bedtime story. He is very quiet but has grown in confidence throughout his visits. He is especially good at reading 'The Gruffalo' as he has a great talent for putting on different animal voices.

Bob has worked hard to develop his understanding about caring of extinct animals and is now keen to train and become a Dodo farmer. I wish Bob all the best in the future.

You and your assessor should fully understand what is required, there is a document available from your Leader that explains to your assessor how to write an assessor's report. This document is also available on the staff shared area for teachers to read in the Duke of Edinburgh's Award folder.

Different ways of getting an assessor's report.

Assessor's reports can be submitted in two ways, these include:

Online: at www.DofE.org/assessor then follow the instructions.

On paper: using the *Assessor Cards* or any other written submission that can be uploaded to eDofE.

In each case, Assessors will need to provide your name, eDofE ID number (top left of each page when you're in eDofE), DofE level and the section they have assessed.

Your leader can give you a document called "Adding Assessor Reports" which will show your assessor how to add an assessor online using the eDofE system. They do not need an account themselves, just the information stated above.

If you get a hand written assessor's report you need to upload it as evidence on your eDofE account. You can do this in several different ways, your Leader will be able to talk you through the options.

Inadequate assessor reports

If your assessor produced a report that is not up to the standard required you won't be able to complete that section. Sometimes your Leader may pass the report but the Manager or Verifier (or Regional DofE office if it's at Gold) could then state it is inadequate because they look at it in more detail.

An assessor report will be rejected/queried if what the assessor wrote does not cover all the points required above. Equally if staff contact your assessor to double check that they have either seen you complete your activity, or seen your evidence to prove you did the hours stated, and the assessor cannot provide sufficient detail then the report is declined.

If for any reason your assessor report is not accepted you have several options available.

1. Get your assessor to rewrite your report.
2. Find another assessor than can confirm you have completed the section/can easily see your evidence.
3. Talk to your DofE Leader or the DofE Manager and show them your evidence, normally they will assess you retrospectively.

What to do if you can't get your assessor to write a report

This is surprisingly common and can be for a number of reasons. When asking someone to write an assessor's report, it can be useful to take both documents mentioned previously that show how to write a report. It is also advisable to take your Keeping Track booklet and a pencil/pen for them to use.

If there are still problems then it may be that you need to be more patient, ask them if they are okay to write the report/have any questions or just give them a polite reminder (or ask a parent to remind them). Do not constantly hassle them, they are probably busy people.

Your assessor may be struggling for other reasons for example if they haven't seen enough evidence in which case they can always contact the DofE Manager for advice.

If you have any concerns, or your assessor decides they won't assess you – do not panic! Talk to your Leader as soon as possible for advice. As long as you have good evidence, your Leader or someone they recommend should be able to step in and do the assessment as a last resort.

Where to get advice from

Your DofE Leader is the first person to ask for help. You can also talk to any other DofE Leaders in school or the DofE Manager (Miss Coote). There is also help online on the DofE website:

<https://edofe.org/Assessor>

<http://www.dofe.info/go/assessing/>