

Writing Assessor Reports – Physical section

Thank you for your time and commitment offering to assess the Physical 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 Physical section is for participants to take part in a Physical activity on a regular basis, encouraging participants to adopt a more active lifestyle and work towards a physical achievement.

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 Physical 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](#).

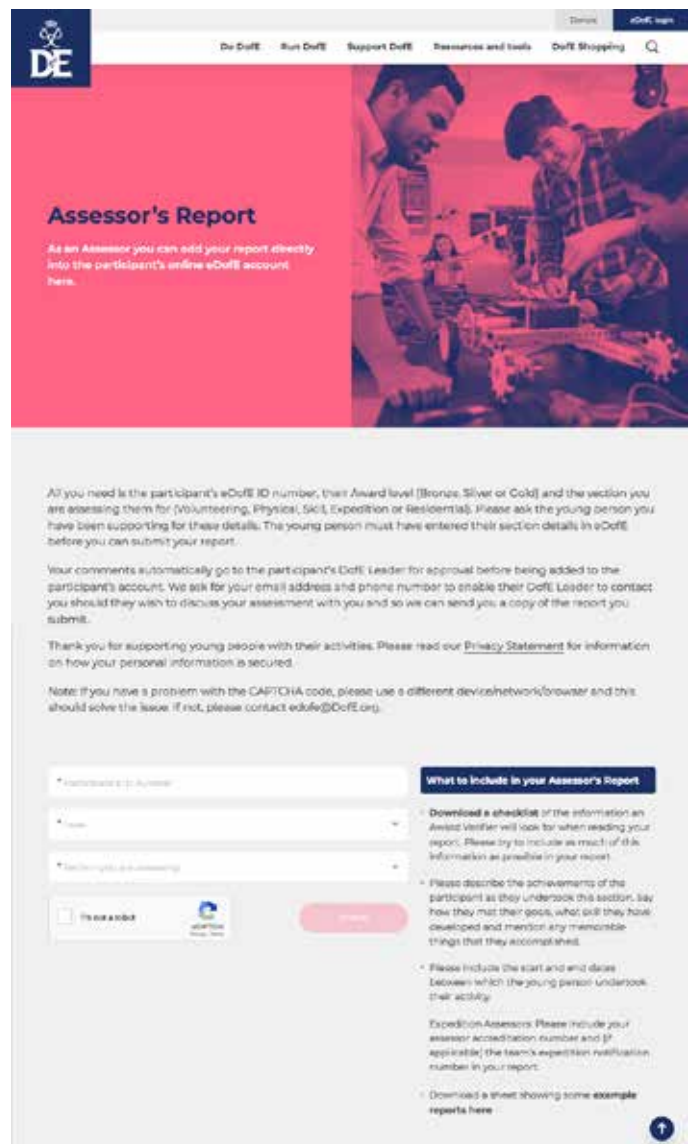
All you need is:

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

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



Assessor's Report

As an Assessor you can add your report directly into the participant's online eDofE account here.

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.

Your comments automatically go 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 and so we can send you a copy of the report you submit.

Thank you for supporting young people with their activities. Please read our [Privacy Statement](#) for information on how your personal information is secured.

Note: If you have a problem with the CAPTCHA code, please use a different device/network/browser and this should solve the issue. If not, please contact edofe@dofe.org.

What to include in your Assessor's Report

- Download a **checklist** of the information an Assessor 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 undertake the section, say how they met their goals, what skills 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 registration number in your report.
- Download a sheet showing some **example reports** here.

Above: example of Assessor's Report screen on [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 Physical 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 July 2019

Katie has been a key member of the U18s country hockey team since the start of the season, which commenced on the 9th September 2018 to the end, which finished today – 10 April 2019. She attended training every Sunday morning for two hours.

Not only did she perform on the field throughout the season, she also captained the team to win the regional county championships. Katie is a fantastic team player and it has been a pleasure to coach her this season.

All the best,

Mark Rxxx

PwC Young Leaders Programme Manager, Tel: 07xxxxxxx

Avon County Hockey Coach

Tel: 01173 912583

Email: mark.rxxxxx @xxxx.com

The image shows a collage of DofE Assessor's Report cards. The top left card is the 'Gold' level 'Assessor's Guidance Notes' card, which includes instructions for the assessor and a 'Can you please:' section with bullet points. The top right card is the 'The Physical section' card, detailing the aim and completion requirements. The bottom left card is the 'Assessor's Report Physical' card, which is the main report form, containing sections for 'To the participant', 'To the Assessor', and 'Assessor's Report - Physical'. The bottom right card is the 'Assessor's Report Physical' card, which is the main report form, containing sections for 'To the participant', 'To the Assessor', and 'Assessor's Report - Physical'.

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