

# 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](#).

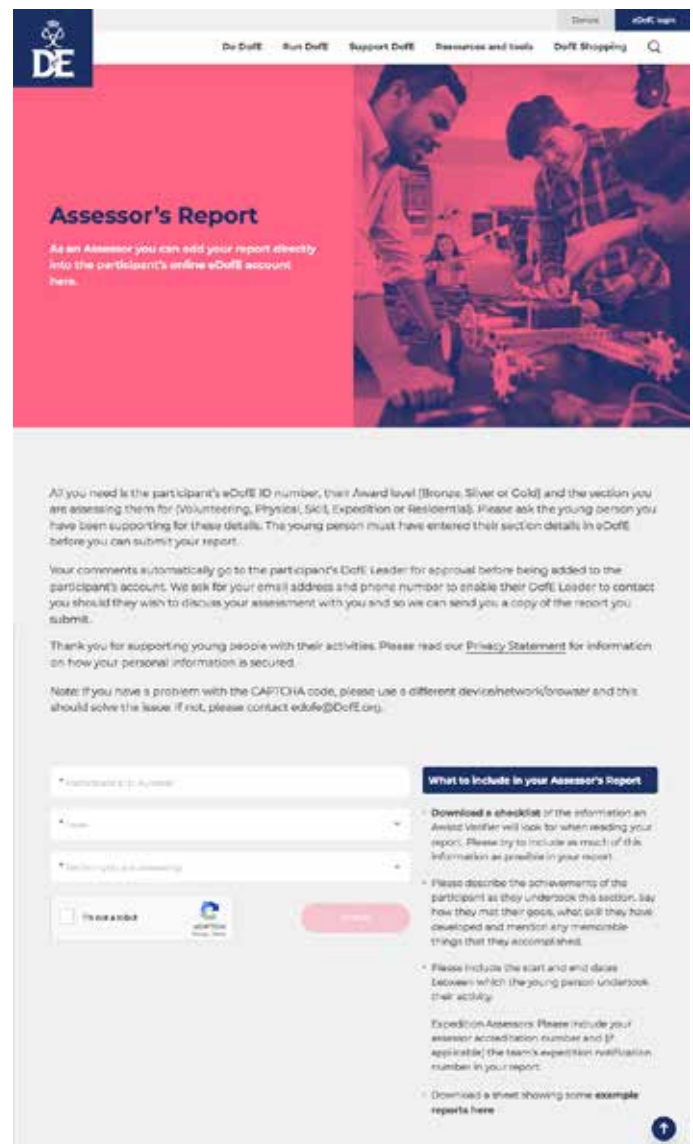
All you need is:

- 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 is titled 'Assessor's Report' and includes a sub-header: 'As an Assessor you can add your report directly into the participant's online eDofE account here.' Below this, there are 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 Resilient). 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.' There is also a note about CAPTCHA: '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](mailto:edofe@dofe.org).' The form includes fields for 'Participant's eDofE ID number', 'Section', and 'Expedition/Expeditioner number'. There is a 'Submit' button and a 'What to include in your Assessor's Report' section 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 undertake this 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.', and 'Expedition Assessors: Please include your assessor accreditation number and (if applicable) the team's expedition registration number in your report.' There is also a link to '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 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: 01xxxxxxx Email: rxxxxxx@xxxxxxx.com

Tel: 01173 912583

Email: mark.rxxxxx @xxxx.com

The image shows four overlapping Assessor's Report cards from the Duke of Edinburgh's Award (DofE) program. The top-left card is the 'Gold Skills' card, which is detached and handed to the assessor at the start of the activity. It includes the DofE logo, the title 'SKILLS', and a section for 'Assessor's Guidance Notes'. The top-right card is the 'The Skills section' card, which provides the aim and completion criteria. The bottom-left card is the 'Assessor's Report Skills' card, which is detached and handed to the assessor at the end of the activity. It includes the DofE logo, the title 'ASSESSOR'S REPORT SKILLS', and a section for 'To the participant'. The bottom-right card is the 'Assessor's Report' card, which is used to provide detailed feedback and comments. It includes the DofE logo, the title 'ASSESSOR'S REPORT SKILLS', and a section for 'Assessor's comments'.

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