

How to get an Assessors Report

When you finish a section of the award you will need to ask your Assessor for a report. This can be on paper but it is much easier for both you and them if it is done electronically via <http://www.dofe.org/assessor/>

Their comments automatically go to your DofE Leader for approval before being added to your eDofE account. This is much easier than getting it on paper and then scanning it in.

Example Email The below email can be used to ask for a report. Copy and paste it and then go through and replace all the text in brackets (<>) with your own details. Be polite, remember they are volunteering their time to assess you.

Paper Copies If your Assessor prefers to fill in the slip provided in your Participant pack, that's fine as well. Take a high resolution photo of it (at least 1000px wide) and rotate it until it is the right way up. Make sure it is legible as both your group leader and D of E HQ will need to be able to read it. You can then upload it to eDofE and mark it as your Assessor's report. Your group leader will then approve it and your section will be marked as completed.

Dear <Assessors Name>,

Thank you for being my Duke of Edinburgh's Award Assessor for the last <Duration> months. In order to complete my <Volunteering / Physical / Skills / Residential / Expedition> section, could I ask you to file an Assessor's report for me?

You will need the following information:

My D of E Number : <D of E number>

My Level: <Bronze / Silver / Gold>

Section: <Volunteering / Physical / Skills / Residential / Expedition>

Activity <Activity Name>

My Start Date: <Start Date>

My End Date: <End Date>

With this information, you can enter an Assessor's report here:

<http://www.dofe.org/assessor/>

I would be grateful if you could describe any achievements I made as I undertook this section, if you felt I met my goals, what skills I have developed and mention any memorable things that I accomplished.

Please include the start and end dates that I have included above.

<If asking an Expedition Assessor for a report : "Please include your assessor accreditation number and the team's expedition notification number in your report.">

If you would like some examples of other Assessor's reports there are some available here:

http://www.dofe.org/media/viewfile.ashx?filetype=4&filepath=resourcezone/Assessor_Reports.pdf

Many thanks for doing this and thank-you for being my Assessor,

<Your Name>