

Assessor's Report Help

On completion of your **skill, volunteering** and **physical** activities, you must get your **assessor** to write your **assessor's report**. This then needs to be uploaded to **edofe** for **each section**. You must upload a report for your skill, volunteering and physical sections.

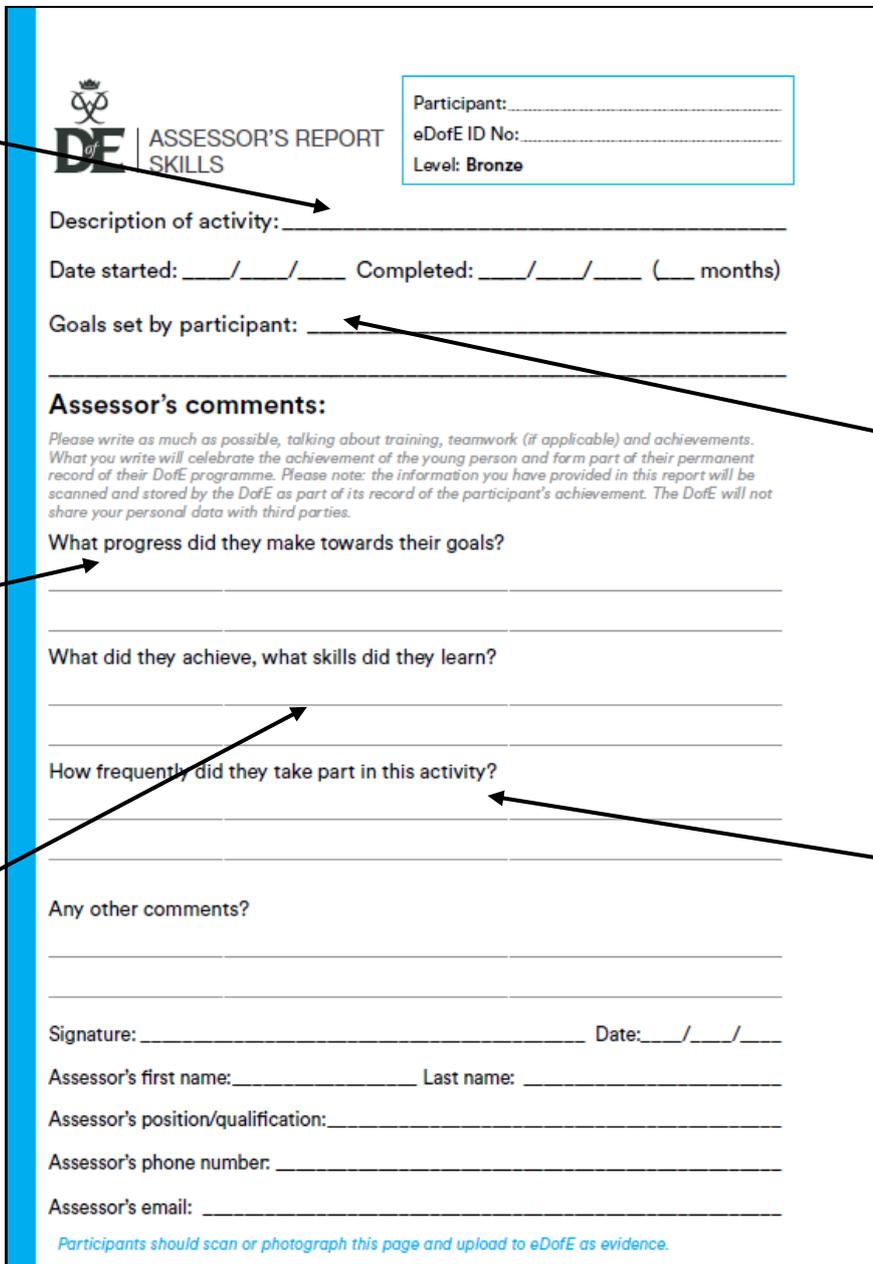
Your assessor is the person you chose and logged on edofe to witness what you did. It might be your football coach, the librarian or a family friend. Remember, It can't be a family member. They don't need to have been with you whilst you completed the activity - you may have shown them photo evidence throughout your activity.

The report for each section is written into your 'assessor's booklet' which was in your welcome pack.

If you have lost your assessor's booklet - you can download and print blank assessor's reports from the school website:
Leesbrook.co.uk - Students - Duke of Edinburgh - Assessor Reports to Print

What must the assessor's report include

Assessor's Comments must be filled in by the Assessor



The form is titled 'ASSESSOR'S REPORT SKILLS' and includes fields for Participant, eDofE ID No, and Level (Bronze). It contains sections for Description of activity, Date started/Completed, Goals set by participant, Assessor's comments (with a note about scanning and storing the report), and a series of questions: 'What progress did they make towards their goals?', 'What did they achieve, what skills did they learn?', and 'How frequently did they take part in this activity?'. There is also a section for 'Any other comments?' and a signature/date line, followed by fields for Assessor's first/last name, position/qualification, phone number, and email. A footer note states: 'Participants should scan or photograph this page and upload to eDofE as evidence.'

Annotations:

- What activity you did e.g. **Cooking**
- Date must be for the required 3 or 6 month duration
- What you wanted to achieve e.g. **improve cooking skills**
- Example: Ben can now follow a recipe independently. His weighing and measuring skills have improved.
- Example: Ben has improved his cooking skills and can now cook more complex dishes
- Must state that participant has undertaken the activity for **1 hour a week (or equivalent)** over a period of **3 / 6 months**.
e.g. Ben has undertaken this activity for 1 hour a week over the course of 3 months

Once your assessor has written the report you upload it onto your edofe account

How to upload the report onto edofe

Method 1: Mobile D of E app

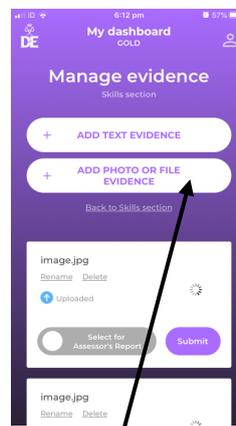
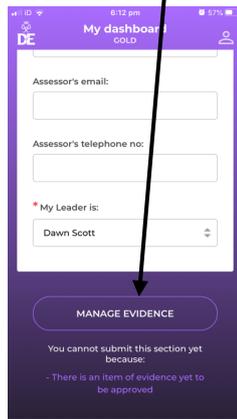
You can download the Duke of Edinburgh App from the app store

1. Launch the Duke of Edinburgh app



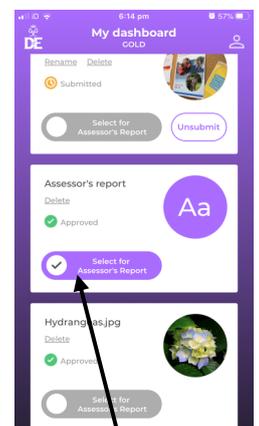
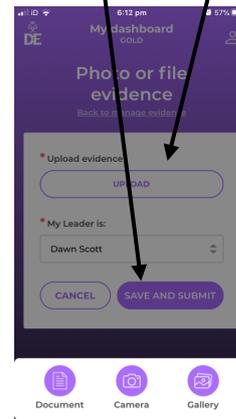
2. Go onto the section the report is for

3. select 'manage evidence'



4. Select 'add photo or file evidence'

5. Select 'upload'. When uploaded, save & submit



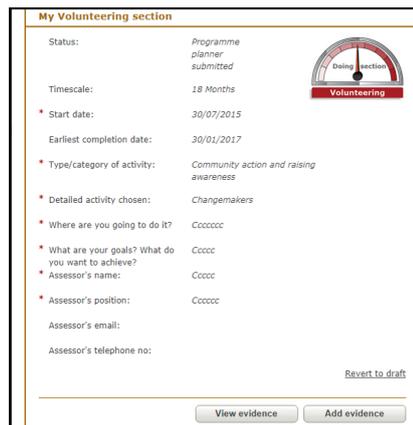
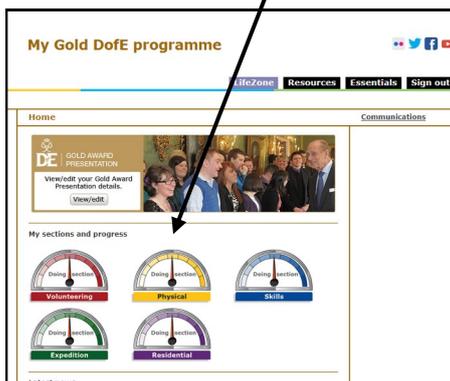
6. Go onto the uploaded report, tick 'select for assessor's report'

Method 2: Desktop edofe site

1. Log into edofe

Your dashboard will appear.

Click onto the section you wish to add the assessor's report to.



2. The section will open.

Select 'Add Evidence' and upload the photo from your computer.

3. The copy of your assessor's report will appear in your evidence. Select the file and select 'Mark As Assessor's Report', then select 'Submit'

