

Adding assessor reports to eDofE

At the end of the period of your Volunteering, Physical or Skill, you must add an Assessor report to eDofE for each of these three sections in order to complete those elements of your DofE award. It is expected that you have also added some additional evidence for each section as well, probably in the form of a photo or two of you doing the activity. There are two ways to add an assessor report to eDofE.

Method 1 – online (the preferred way to do it)

1. Give your assessor your eDofE number. This is usually seven digits long and you can find it on your eDofE profile at www.edofe.org or on the email that Mr Dixon sent you in October or November.
2. Make sure your assessor knows which level you are doing (Bronze, Silver or Gold) and what section they are assessing you for (Volunteering, Physical, Skill).
3. Your assessor needs to go to www.edofe.org/assessor. They do not need a password or username. When your assessor enters your number, level and section, a comment box appears for them to type a comment in. Your assessor enters his/her name, position (e.g. cooking enthusiast, Scout leader, keen photographer) and email address.
4. Please ensure that your assessor refers to the goal you set yourself and how you have met or made progress towards it. Please make sure that he/she writes about the **impact** you have made (Volunteering), or how you have **improved** (Physical, Skill). If all he/she writes is that you turned up every week, your assessor report will fail at the Verification stage.

Method 2 – on assessor cards

Please only use this method if your assessor...

- Does not have access to the internet
 - Cannot be trusted to follow the instructions above and actually submit it. (Why not get them to do it online via your phone in your presence, via www.edofe.org/assessor, but do not do it via **your** eDofE account or it won't count.)
1. You were posted a Welcome Pack after you entered your name and address onto eDofE when you logged in to set up your sections. Inside the pack is a booklet of Assessor Cards. These can also be downloaded as a pdf from the relevant section pages (Bronze, Silver, Gold) of our SBHS DofE website.
 2. **You** (the participant) must fill in all of the details at the **top** of the card. Check that the start and end dates cover the minimum number of months and match what you entered onto eDofE. If there are any gaps or mistakes in the top part of the card, it will be rejected by the Verifier.
 3. Now pass the card to your assessor.
 4. Ask your assessor to enter a brief comment in each of the sections, sign and date it and fill in the gaps on the bottom section. Your assessor should write their 'position' as cooking enthusiast, Scout leader, keen photographer, etc. not their actual job unless this is relevant to the activity you were doing.
 5. Now you need to take a photograph of this assessor report card and upload it to your eDofE (probably via your phone). Make sure you tick the box to show that what you uploading is an assessor report.
 6. Keep the original signed assessor report card safe at home, just in case there are any problems with the photo you uploaded to eDofE.

What happens next? - Verification

Your assessor reports show up on the school eDofE system for approval by Miss Street, Mrs Kershaw or Mr Dixon. Once we have checked all the criteria, we approve them. You can check on the status of your sections by logging into your eDofE.

Your final section to be completed is usually your Expedition. We organise and submit your Expedition assessor reports in school.

When you have finished all of your sections and there are assessor reports for each section, the final stage is Verification. This is when the independent Verifier checks that the criteria for each section have been met and signs off your DofE award. If he/she is not satisfied, he/she will query the evidence (assessor report) you have submitted and ask for more detail or additional evidence. Your award is not complete until it has passed through Verification.

Here are the most common problems that prevent an award from being successfully verified

- The dates do not span the minimum number of months (this is unlikely/impossible if the report was done online)
- There are missing dates on the assessor card
- The assessor has not signed or dated the assessor card
- The assessor has dated their signature before the activity was supposed to end
- The assessor is a family member or someone under the age of 18
- The assessor writes something which contravenes the requirements for that section, e.g.
 - “James made a lot of progress in his weekly 45 minute badminton lessons...”
 - “Olivia was so good at coaching the hockey sessions that she ran them on her own whilst I coached another group...”
 - “Meg was so good at coaching dance that I paid her for the final few sessions...”
- The description of the activity in the assessor’s report does not match what was agreed by SBHS staff on eDofE, e.g. we agreed that a student could do ‘Learn how to care for horses’ which would involve a project to show how he/she had developed in his/her skills and knowledge, and then the assessor said something like “Paul spent an hour a week mucking out the stables, and riding his horse”.

Remember how to get help and advice...

- Come to the DofE Helpdesk in the Hub, every Monday, Wednesday or Friday lunchtime
- Email us on dofe@southbromsgrove.worcs.sch.uk