



## DofE Guide - Completing Assessor Reports Online

Once you have completed your hours and logged evidence the final step to complete the section is to upload a report written up by your Assessor. There are two options for this, the paper copy you received in the post (see below) or an electronic report. This document explains how to request an electronic report.

### Timescales – minimum commitment

Bronze – 6/3/3 - 6 months @ 1 hour per week = 26 hours  
- 3 months @ 1 hour per week = 13 hours

Silver – 6/6/3 - 6 months @ 1 hour per week = 26 hours  
- 3 months @ 1 hour per week = 13 hours

Gold – 12/12/6 – 12 months @ hour per week = 52 hours  
- 6 months @ 1 hour per week = 26 hours

Direct entrants do a little longer.

1. Your name and ID number

2. Start and end dates match online programme planner and meet minimum timescale

3. Your assessor should complete these sections

4. This is the crucial part. Did you meet the 1 hour per week 3/6 month commitment? E.g. 'Alex well exceeded the 1 hour per week, 3 month timescale'.

5. Date of signature cannot be before completion date above

6. Signature, name and contact details match programme

### Why an online report?

It may well be simpler to email your assessor asking if they might kindly complete your assessor report online. The electronic report is sent straight to your DofE Manager for approval, so this also speeds up the process. It can also be helpful if you are prone to losing pieces of paper...! Please see below a template email I have created for you to use to collect your assessor reports.

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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](mailto:edofe@DofE.org).

\* Participant's ID number

\* Level

\* Section you are assessing

☐ I'm not a robot

**What to include in your Assessor's Report**

- 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 undertook this section. Say how they met their goals, what skill 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 notification number in your report.

**CHECK**

A useful template – Copy and paste into your email document and delete and edit the appropriate sections in (brackets).



Dear (insert Assessor name)

Earlier in the year you kindly agreed to be my Assessor for my (Bronze/Silver/Gold) Duke of Edinburgh's Award (physical/volunteering/skill) section. I have now completed the required time commitment and would be very grateful if you could please spare some time complete an online assessor report?

The report can be accessed via this link: <https://www.dofe.org/assessor/>

My details are as follows:

**Participant ID number:** (???????????????)

*Note for participants - you can find this on the sticker on your DofE log book or in the top left corner on your eDofE account.*

**Level:** (Bronze/Silver/Gold)

**Section:** (physical/volunteering/skill)

There is some guidance on the link on how the report can be filled out, plus some examples. I have (exceeded/met) the time commitment (13/26) hours for this (3/6) month section. Please could you make a statement on the report that I have 'met the time commitment required for this section'?

I have met my goal and really enjoyed taking part in this activity. My highlight was (...). Thank you for being my assessor and taking the time to complete this form. If you have any questions, please don't hesitate to ask me.

Best wishes

(Your name)

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**What's next?**

Once your assessor has completed the report it will be sent straight to your DofE leader who will approve or query. Remember the comments will be checked carefully to confirm you have worked well and met the time commitment.

You should also upload your activity log, photos or certificates as other evidence. Following this the section can be approved! You should check your eDofE account to see whether it says you're complete.

I hope you found this information useful. Good luck in completing your award.

Tamsin Frost

Update 27/11/24