

Writing assessor reports:

VOLUNTEERING SECTION



Thank you for your time and commitment offering to assess the Volunteering section of a participant's The Duke of Edinburgh's Award (DofE).

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.

Through volunteering, participants can:

- Increase community cohesion through a cause or social action.
- Support the well-being of members of their community and themselves.
- Feel empowered to lead change.
- Build empathy and make a positive impact on others.
- Further understand their own goals by evaluating their progress and building confidence and self-esteem.
- Increase their employability chances and skills for life by developing teamwork and leadership abilities.
- Build confidence in being around people they may be unfamiliar with.

As the Assessor you:

- Can help the young person understand what they want to get out of their volunteering experience.
- Can help the participant with advice, training and supervision as needed.
- Can offer support and encouragement.
- Should do a final assessment at the end – discussing their experiences, how they developed and met one or more outcomes of the volunteering section.
- 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 Volunteering section.

Writing Assessor Reports: Volunteering 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).

Through volunteering, participants can:

- Increase community cohesion through a cause or social action.
- Support the well-being of members of their community and themselves.
- Feel empowered to lead change.
- Build empathy and make a positive impact on others.
- Further understand their own goals by evaluating their progress and building confidence and self-esteem.
- Increase their employability chances and skills for life by developing teamwork and leadership abilities.
- Build confidence in being around people they may be unfamiliar with.

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.

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 "xxxxx satisfactorily completed the Volunteering section".

The report should include how long they volunteered for on each session and the number of months that they volunteered for overall. 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 of Assessor's Report cards that participants may give to their Assessor at the start/finish of their activity.

The image shows two Assessor's Report cards for Volunteering. The top card is for Gold level and the bottom card is for Silver level. Both cards contain sections for Assessor's Guidance Notes, Assessor's Report, and Assessor's Comments.

Gold Assessor's Report Card:

- Header:** Gold, DE VOLUNTEERING
- Assessor's Guidance Notes:** Thank you for your time and commitment... For the section of my Gold DofE, voluntary service to individuals, I need to split my volunteering activity, in...
- Assessor's Report:** To the participant: Remove this card, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time. To the Assessor: Thank you for assessing this participant in their volunteering activity for their DofE Award. To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at: **DofE.org/Assessor**
- Assessor's Comments:** What progress did they make towards their goal? What did they achieve? What skills did they learn? How frequently did they take part in this activity? Any other comments?

Silver Assessor's Report Card:

- Header:** Silver, DE VOLUNTEERING
- Assessor's Guidance Notes:** Thank you for your time and commitment... For the section of my Silver DofE, voluntary service to individuals, I need to split my volunteering activity, in...
- Assessor's Report:** To the participant: Remove this card, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time. To the Assessor: Thank you for assessing this participant in their volunteering activity for their DofE Award. To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at: **DofE.org/Assessor**
- Assessor's Comments:** What progress did they make towards their goal? What did they achieve? What skills did they learn? How frequently did they take part in this activity? Any other comments?

Writing Assessor Reports: Volunteering section

EXAMPLE

Social Justice Campaign Example

Dates: 03/04/2022 – 05/10/2022

eDofE ID: 503392

Activity: Mental Health Awareness

Annika has spent 6 months creating and implementing a mental health awareness campaign in our school along with a group of other students working towards their Silver DofE Award. Annika has taken a proactive approach to planning and carrying out the campaign with the aim of not only establishing mental health awareness week in the school calendar each year but also ensuring that students at Redbrook feel supported and have access to resources all year round.

Each week Annika spent between 1 – 3 hours on the campaign with activities such as researching the support already offered in school and finding resources to fill in the gaps, planning classroom sessions specific to each year group and creating assembly materials for teachers. Annika also worked with the school marketing team to spread awareness on social media and started a fundraising page for the mental health charity Young Minds as part of the campaign.

I'm very impressed by the positive impact that Annika's campaign has already had on students and staff alike and I look forward to seeing the awareness around mental health grow in our school moving forward. Well done Annika!

Assessor: Mr Nithya

Assessor Position: Religion and Ethics teacher

Assessor Contact Details: Nithya@xxxxx

EXAMPLE

Date: 20 September 2023

Chandni excelled whilst volunteering as a peer educator. She has a personable nature and was able to talk to the younger kids on their level and really engaged them.

From July 2018 to February 2019 her confidence seemed to grow and she developed her own style of explaining our key messages. She regularly stayed beyond the hour's session to help clear up and also arrived early to help with setting up on more than one occasion.

She has been a fantastic ambassador for the charity and we have been delighted to have her on board.

A stand out moment for us was when her talk encouraged a young person to confide in her, Chandni handled it with great maturity and took the appropriate steps to refer the young person. This experience will be great to enhance Chandni's CV or lead on to many different career paths and we hope she continues to stay involved with the charity. Well done Chandni.



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Registered Office: 9 Greyfriars Road, Reading, RG1 1NU. 12/2025

Writing assessor reports:

PHYSICAL SECTION



Thank you for your time and commitment offering to assess the Physical section of a participant's The Duke of Edinburgh's Award (DofE).

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 Physical section is for participants to take part in a Physical activity on a regular basis, encouraging participants to adopt a more active lifestyle and work towards a physical achievement.

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 Physical 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 Physical section).

Writing Assessor Reports: Physical 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.

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

Gold
Detach and hand this to your Assessor at the START of your DofE activity.

DE PHYSICAL

Assessor's name to be added to a DofE participant. They should be an adult, a DofE Leader or a DofE Assessor. Only one Assessor per participant.

My name: _____ eDofE ID No: _____

Assessor's Guidance Notes
Thank you for your time and commitment offering to assess me for the Physical section of my DofE programme.
I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities.

For this section of my Gold DofE area of sport, dance or fitness on the following length of time regular at least one hour a week.

Can you please:

- Understand what I want to go
- Help me with advice, training
- Support and encourage me to be available throughout the full my progress.
- Do a final assessment at the end how I developed and how I feel.

When I have completed the time goals, please can you register my suggested methods overall. The my Physical section.

The Physical section
Aim: To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity.

Completion of the section
Young people have met the DofE requirements if they've done regular physical activity averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

Your Assessor's Report
Please take the time to think about what evidence you provide. You can talk about training, team contribution (if applicable) and achievement of DofE requirements.

Assessor's Report
Description of activity: _____
Date started: ____/____/____ Completed: ____/____/____ (months)
Goals set by participant: _____

Assessor's comments:
Please describe the achievements of the participant as they did this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their DofE activities. If you'd like to stay in touch with the DofE, please visit DofE.org/preferences.

To the Assessor
Thank you for assessing this participant in their physical activity for their DofE Award.
To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at: DofE.org/Assessor

DofE.org/Assessor
You will need the information in the top right-hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overall and return this card to the participant.

What to include in a report:
Please describe the achievements of the participant as they did this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their DofE activities. If you'd like to stay in touch with the DofE, please visit DofE.org/preferences.

Assessor's details:
Signature: _____ Date: ____/____/____
Assessor's first name: _____ Last name: _____
Assessor's phone number: _____
Assessor's email: _____
Assessor's postcode/qualification: _____

Participants should take or photograph this page and upload to eDofE as evidence.

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.

EXAMPLE

Date: 10 July 2019

Katie has been a key member of the U18s country hockey team since the start of the season, which commenced on the 9th September 2018 to the end, which finished today – 10 April 2019. She attended training every Sunday morning for two hours.

Not only did she perform on the field throughout the season, she also captained the team to win the regional county championships. Katie is a fantastic team player and it has been a pleasure to coach her this season.

All the best,
Mark Rxxx
PwC Young Leaders Programme Manager
Avon County Hockey Coach

Tel: 07xxxxxxx

Email: mark.rxxxxx @xxxx.com

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.

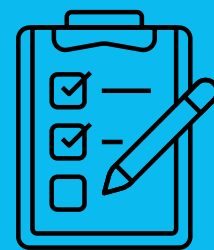
It is not acceptable to simply say "xxxxx satisfactorily completed the Physical section".



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Writing assessor reports:

SKILLS SECTION



Thank you for your time and commitment offering to assess the Skills section of a participant's The Duke of Edinburgh's Award (DofE).

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).

Writing Assessor Reports: 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 DoF Leader to contact you should they wish to discuss your assessment with you.

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

Gold



Details and hand this to the Assessor
 at the **START** of your activity.

Assessor completes and hand to DE
 the green card, if the Assessor is
 not available, please return the green
 card to Assessor for each session.

SKILLS

My name _____ eDuff ID No. _____

Assessor's Guidance Notes

Thank you for your time and commitment offered to assess me for
 the **Skills** section of my DoffE programme.

I hope that you will enjoy your involvement, helping me through the
 session and to get the most from my activities.

For this section of my **Gold** DoffE
 of practical, social or personal skill
 please send the following letter to me
 averaging at least one hour a week

DE

ASSASSOR'S REPORT
SKILLS

**Detach and hand this to your Assessor
 at the END of your DoffE activity.**

Can you please:

- Understand what I want to go
- Help me with advice, training
- Support and encourage me in the way possible, during the time I'm available
- Do a final assessment at the end developed and how I reached

When I have completed the table
 please can you register your comments
 on this. This will be my

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
 criteria. The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.
 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.
 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.
 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.

What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
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What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

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What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
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 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.

What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
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 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.

What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
 criteria. The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.
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 The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.

What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

DE

ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold

Description of activity: _____

Date started: _____ Completed _____ (total) _____

Goals set by participant: _____

Assessor's comments:

Assessor writes the card as possible, taking account of feedback from all participants and the assessment
 criteria. The card is then placed in the envelope and sealed. The card is then placed in the envelope and sealed.
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What progress did they make towards their goals? _____

What did they achieve? What skills did they learn? _____

How frequently did they take part in this activity? _____

Any other comments? _____

Signature: _____ Date: _____

Assessor's first name: _____ Last name: _____

Assessor's position/function: _____

Assessor's phone number: _____

Assessor's email: _____

Please return this to the Assessor to be read and added to DoffE programme

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ASSASSOR'S REPORT
SKILLS

Participant:
 about to be
Level Gold
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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.

EXAMPLE

Date: 10 September 2019

Miss Bxxxxxxx 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.

All the best,

R.xxxxx

Conductor/Head of Choir

Tel: 07xxxxxxx

Tel: 01xxxxxxx

Email: rxxxxxx@xxxxxxx.com

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 “xxxxx satisfactorily completed the Skills section”.



**YOUTH
WITHOUT
LIMITS**



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Writing assessor reports:

EXPEDITION SECTION



Thank you for your time and commitment offering to assess the Expedition section of a participant's The Duke of Edinburgh's Award (DofE).

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:

The accredited adult (through successful completion of the DofE's Assessor and Supervisor Pathway), linked to an LO or AAP, who checks on the expedition team's progress and agrees the young people's completion of the Expedition section against the Expedition Requirements, providing an Assessor's Report as evidence for eDofE.

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 accredited 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 Expedition 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).

Writing Assessor Reports: Expedition section

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.

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

Expedition Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Expedition section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities.

For this section of my Gold DofE, go on an expedition. For this level, 4 days or more.

As a guardian of the DofE's high standards:

- Ensure that the team goal of the expedition is clear.
- Ensure that the Expedition Report is completed.
- Provide, as appropriate, local help when needed.
- Be a fair, impartial and positive experience, supports the team's development and how they react.

When I have completed my expedition, you can register your comments on the DofE website.

The Expedition section

Aim: To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous journey as part of a team.

Completion of the section

Young people have met the DofE requirements when they have successfully completed their qualifying expedition in line with the Expedition Requirements and delivered their presentation.

Your Expedition Assessor's Report

Please take the time to think about what evidence you provide. You can talk about training, team contribution and achievement of their intended goals.

ASSASSOR'S REPORT: EXPEDITION

To the participant:

If your Expedition Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this Assessor's Report card, when they return it to you completed and signed, scan or photograph it and upload it to dOfE, marking it as an **Assessor's Report**. When it is approved, you will see it in your 'New Evidence' folder in dOfE. You can also add your own comments in dOfE. Remember, you must also complete the training element of your expedition section in dOfE.

To the Expedition Assessor

Thank you for assessing this participant in their expedition activity for their DofE Award. Please complete your report online at: DofE.org/Assessor

You will need the information in the top right-hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overleaf and return this card to the participant. Please remember to keep your comments personal, positive and encouraging.

Practice expedition (to be completed by the Expedition Supervisor)

Practice location: _____

Start date: ____/____/____ End date: ____/____/____

I confirm that the above participant has successfully completed all aspects of the Expedition Training Framework and practice expedition(s) for this DofE level.

Signature of Supervisor: _____

Name of Supervisor: _____

Date: ____/____/____

ASSASSOR'S REPORT: EXPEDITION

Participant: _____

Expedition Assessor's ID No.: _____

Expedition Assessor's full name: _____

Expedition Assessor's email: _____

Expedition Assessor's phone: _____

Expedition Assessor's comments: _____

Signature: _____ Date: ____/____/____

Please note the information on the reverse of this report will be scanned and uploaded to the DofE award system. Please ensure you have completed the report and signed it before scanning. For the participant to scan and upload this page and upload to dOfE as evidence.

It is not acceptable to simply say "He/she satisfactorily completed the Expedition 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.

EXAMPLE

Dates: 03/06/2019 – 07/06/2019

Katie played a key part in leading the group throughout the expedition, which they all successfully completed. The team faced challenging weather throughout, but Katie did a great job at keeping spirits high.

Katie demonstrated excellent navigation skills and collected all the information she needed for her report on local wildlife. Katie also encouraged the group to get involved in team activities after each evening meal. This helped to keep morale high and built rapport between the individuals.

Katie should be really proud of her achievement – congratulations!

All the best,
Pete Hxxxxx
Gold Expedition Assessor
Accreditation no: 57xxxxxx
Tel: 07xxxxxxxxxx
Email: petehxxxxxxxx @ xxxx.com

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.

On the Bronze Expedition you will have given the team a through debrief at the end. In your report it should reflect the individuals learning from their experience. This maybe something like 'she learned to take more time in considering the personal equipment that she took' or 'she has realised that working together as a team produces much better results than trying to do things as individuals.



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Writing assessor reports:

RESIDENTIAL SECTION



Thank you for your time and commitment offering to assess the Residential section of a participant's The Duke of Edinburgh's Award (DofE).

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 Residential section is for participants to take part in a Residential activity.

Participants will be living and working with others on a shared activity, developing their interpersonal skills, across five days and four nights.

As the Assessor you:

- Can help the young person understand what they want to get out of it and help them set their goals.
- Must ensure that participants don't know others in their groups prior to starting the programme (this also extends to staff).
- Can help the participant with advice, training and supervision as needed.
- Ensure participants are taking an active part in the group's daily and evening activities.
- Could do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

- Can offer support and encouragement.
- Cannot be related to the participant.

The Assessor's Report

When the participant has completed the five days and four nights and met the **five considerations of the Residential section**, the DofE requires a written report which is a record of their progress. This is commonly called an Assessor's Report.

As an AAP 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 Residential 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 (this is always Gold for the Residential section).
- The section you are assessing them for (for example the Residential section).

Writing Assessor Reports: Residential 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.

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

Gold

Detach and hand this to your Assessor at the **START** of your DoFE activity.

RESIDENTIAL

My name: _____ DoFE ID No: _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Residential section of my DoFE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities.

For the section of my DoFE DofE g, or specific course, with people I do at home, and in an unfamiliar environment.

Can you please:

- Understand what I want to go
- Help me with advice, training
- Support and encourage me to
- Be available throughout my re
- Do a final assessment at the e
- developed and how I reached

When I have completed the time please can you register your can suggested methods overlaid.

This will be my evidence of com

DETACH AND HAND THIS TO YOUR ASSESSOR AT THE END OF YOUR DofE ACTIVITY

ASSASSOR'S REPORT: RESIDENTIAL

To the participant

Remove this card, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the r required period of time.

If your Assessor chooses to complete their report online, it will be sent to your DoFE leader to approve. If the Assessor completes this form, when they return it to you complete and signed, scan or photograph it and upload it to eDofE, marking it as an Assessor's Report. When it has been approved you will see it appear in your View Evidence folder in eDofE. You can also submit this section for sign-off. You can also add your own comments in eDofE.

To the Assessor

Thank you for assessing this participant in their residential activity for their DoFE Award.

To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at: **DofE.org/Assessor**

You will need the information in the top right hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overlaid and return this card to the participant.

What to include in a report:

Please describe the achievements of the participant as they did this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their DoFE activities. If you'd like to stay in touch with the DoFE, please visit **DofE.org/preferences**.

The Residential section

Aim To inspire participants through a concentrated involvement with people they don't know, who are usually from different backgrounds, and bring alternative views to the challenges they will face. The Residential section broadens their experiences by empowering them to make a difference in a team-based residential setting.

Completion of the section

Participants do a shared activity or specific course with people they don't know in a residential setting away from home and in an unfamiliar environment. Evenings are often as much a part of the experience as the daytime activities.

Your Assessor's Report

Please take the time to think about what evidence you provide. You

Participant: _____
Event ID No: _____
Level: Gold

Description of activity:

Date started: ____/____/____ Completed: ____/____/____ (Must be 5 days and 4 nights)

Goals set by participant:

Assessor's comments:

How many in the group? _____ Did they meet for the first time? **Yes/No**

What was the accommodation? **Yes/No**

Did they share the accommodation? **Yes/No**

What were the meeting activities and were they spent with the group? _____

Assessor's Report: _____

Outline of activities, skills learnt and achievements:

Signature: _____ Date: ____/____/____

Assessor's first name: _____ Last name: _____

Assessor's phone number: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

Please ensure that the start and end dates are included (times if possible), also an outline of the programme and group size (which needs to be five or more not including the staff).

Participants are required to take part in evening activities with the group too and so some information about the social activities of the group is helpful.

Finally, they should be in shared accommodation such as bunk houses. Home stays are not acceptable, please can you give an indication in your report of the type of accommodation that was used. The more information about the programme the better, as this helps the participant's leader when signing the activity off, for having met the sectional requirements.

EXAMPLE

Dates: 01/08/2019 – 07/08/2019

Katie attended the PwC young leader's residential programme between 1st August and 7th August 2019. Katie joined a group of 40 other "young leaders" who she had never met before.

Katie took part in all course activities during the day. In the evenings she took a full part in the games and other social activities. She demonstrated a real enthusiasm for developing her leadership skills and working with others. Katie successfully completed the programme and is now recognised as a "PwC Young Leader".

Well done!

Rebecca Mxxxxx

PwC Young Leaders Programme Manager,

Tel: 07xxxxxxx

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 "xxxxx satisfactorily completed the Residential 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.

Writing Assessor Reports: Residential section

EXAMPLE

Dates: 01/08/2019 – 07/08/2019

Rani Hxxxxxx worked as part of the crew on a pair of heritage working boats. As a crew member Rani was responsible for day-to-day tasks including: cooking and preparing food for the crew and making sure the boat was clean and fit. She also ensured that the equipment was all stored and kept correctly. During this trip they visited a range of locations, including the Library of Birmingham and the Birmingham museum.

Rani is a polite, friendly and helpful young lady.

She is hard working. She is not afraid to get stuck-in and learn new skills – steering, lock working etc. She got on well with everyone on the trip and her supportive and friendly manner made her an asset to the crew.

The crew comprised seven young people completing their DofE residential who came together on the first day, not knowing each other but departing after five days as good friends.

The group spent their evenings taking part in activities designed by individuals within the group and slept on the boat. All who met the crew commented on their positive attitude, and that they were great ambassadors for the DofE. Well done Rani and best of luck with the rest of your programme.

Paul Wxxxxxx, Youth Worker

Tel: 07xxxxxxxxx

Email: paulwxxxxxxx @ xxxx.com



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