Clevedon School
BE KIND. BE BRILLIANT

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Completing Your DofE Assessor Report Online: A Quick Guide

Getting your Duke of Edinburgh's (DofE) Award section signed off requires an **Assessor's Report**. The easiest way for your Assessor to do this is online at the following link.

Assessor's Report - DofE - The Duke of Edinburgh's Award

For Students: What to tell your Assessor

Before your Assessor starts, give them these key details:

1. **Your eDofE ID Number:** Find this on your eDofE account.
2. **Your DofE Award Level:** Bronze, Silver, or Gold.
3. **The Section being assessed:** Volunteering, Physical, Skill, Expedition, or Residential.
4. **Activity Dates:** When you started and finished the activity.
5. **Your Activity Goals:** What you aimed to achieve.
6. **A quick summary** of what you did.
7. **Assessor's full name, email, and job title.**

Important Student Tips:

- **Choose the right Assessor:** They must be over 18, know your activity, and *not* be a close family member.
- **Keep talking:** Chat with your Assessor regularly about your progress.
- **Upload evidence:** Add photos, logs, or diary entries to your eDofE account.
- **Polite reminders:** If they forget, a friendly nudge is fine.
- **Got problems?** Ask your DofE Leader for help.

For Assessors: How to submit the report online

Thank you for helping a DofE participant! Here's how to submit your report:

1. **Go to: www.DofE.org/assessor**
2. **Enter your email:** You'll get a verification code.
3. **Enter the code:** Check your email for it.
4. **Enter Participant Details:**
    - Participant's **eDofE ID**.
    - **Award Level** (Bronze/Silver/Gold).
    - **Section** you're assessing.
5. **Click 'CHECK'** to confirm details.
6. **Write Your Report:**
    - Describe the participant's **achievements**, how they met their **goals**, and what **skills** they developed.
    - Confirm the **activity undertaken** and **duration** (e.g., "13 hours over 3 months").
    - Include the **start and end dates**.

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    - *Be specific and positive!*
7. **Enter Your Details:** Your name, email, and job title.
8. **Click 'SUBMIT'.**

You'll get a confirmation email, and the report goes straight to their DofE Leader.

Alternative (Paper Card): If online isn't possible, fill out the Assessor's Report Card the participant provides. Sign it, add your contact details, and give it back to them to upload.

By following these simple steps, you can ensure the DofE Assessor Report is completed smoothly, helping the participant move closer to achieving their Award!