



# Sandhurst School

the opportunity to succeed

## Silver Duke of Edinburgh's Award Assessor's Report Pack

Name:

Tutor Group:



**DE**<sup>®</sup>

THE DUKE  
OF EDINBURGH'S  
AWARD

SANDHURST  
SCHOOL

# How to get your assessors report

When you are working towards completing each section, your Assessor, as well as supporting and encouraging you with your activity, will be monitoring you to see if you have demonstrated effort, perseverance and improvement for a minimum of either three or six months.

When you have completed the minimum timescale for your section and have achieved your goals, you are required to ask your Assessor to write a report to evidence your progress to complete the section.

This information can be documented on the pages within this pack, which contain a template for them to record the information, as well as a guide to help them to write it.

You may prefer to ask them to write the information in your welcome pack, displayed below:

The image shows three pages from a DofE Assessor's Report template. The first page is titled 'Assessor's Guidance Notes' and is for the 'Volunteering' section. It includes instructions for the assessor, such as 'Aim: To inspire young people to make a difference within their communities...' and 'Your Assessor's Report: Please take the time to think about what evidence you provide...'. The second page is titled 'The Volunteering section' and contains a form for the assessor to fill out, including fields for the participant's name, eDofE ID, and a section for the assessor's report. The third page is titled 'Assessor's Report' and contains a form for the assessor to fill out, including fields for the participant's name, eDofE ID, level, activity, date started, and completed, along with a section for the assessor's comments and a signature line.

If you need to contact your Assessor via email to obtain the information, please see a template below, which you are welcome to use.

Dear (Name)

I have now completed the required time for my DofE (Volunteering/ Physical/ Skills) section. I would appreciate it if you could write an assessor's report for me as evidence of the progress I have achieved towards my goals during this time. Please follow this link which will take you to the DofE Assessors' Reports site: <https://www.dofe.org/Assessor>

You will need my eDofE ID number which is: (Insert Number) My DofE Award level is Silver.

The dates and my goals will appear on the report site and there is also further guidance on writing reports on this site should you need it.

Thank you very much for agreeing to be my assessor. Your report will enable me to complete this section and progress towards completing my DofE programme.

Kind regards

(Name)

Please see Mrs Sharpe if you need any support with this. I look forward to receiving your reports and reading about your fantastic achievements.

# Writing Assessor Reports

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

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section and helping them get the most from the activities they have undertaken.

## The Assessors 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.

### What is the role of an Assessor?

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
- Support and encourage them while they are doing their activity
- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### Completion of the section

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements of three or six months.

### What should my Assessor's report contain?

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs, complimenting their achievements.

It is not acceptable to simply say "he/she satisfactorily completed the Physical section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor.

*"Jack has been consistently attending the gym for all most 2 years now.*

*He has worked on muscular endurance, cardiovascular fitness, muscular strength and agility. He has employed a plethora of methods from plyometrics to weight training, showing determination and dedication throughout.*

*Whatever the weather, Jack would be there.*

*He has improved greatly as an athlete, due to his informed training and fantastic outlook and attitude, he has become a healthy, agile and strong young man.*

*He has even begun to show leadership in showing younger students the ropes in the gym."*

### How to submit your report

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### Online

To enter your report online, visit [www.DofE.org/assessors](http://www.DofE.org/assessors) and follow the instructions. You will need the participant's name, their eDofE ID number, their DofE level and the section you have assessed.

#### On paper

Please fill in your comments either on the back of this sheet or their welcome pack, and hand it back to the young person, who will scan it and upload it. You can also supply a certificate, letter etc. for them to scan or upload.

Please contact the participant's DofE Manager, Bianka Sharpe, at [bsharpe@sandhurst.bracknell-forest.sch.uk](mailto:bsharpe@sandhurst.bracknell-forest.sch.uk), if you need further information or support to complete your report.



ASSESSOR'S  
REPORT PHYSICAL

Participant: \_\_\_\_\_

eDofE ID No.: \_\_\_\_\_

Level: **Silver**

Date started: \_\_\_/\_\_\_/\_\_\_ Completed: \_\_\_/\_\_\_/\_\_\_

Goals set by participant: \_\_\_\_\_

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### Assessor's comments:

*Please write as much as possible talking about training teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.*

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

# Writing Assessor Reports

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

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section and helping them get the most from the activities they have undertaken.

## The Assessors 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.

### What is the role of an Assessor?

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
- Support and encourage them while they are doing their activity
- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### Completion of the section

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements of three or six months.

### What should my Assessor's report contain?

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs, complimenting their achievements.

It is not acceptable to simply say "he/she satisfactorily completed the Physical section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor.

*"Lewis improved his skills during our street dance sessions by learning two different styles of street dance; House and Breakin'.*

*He built his knowledge of different styles of music, including the difference in beat, tempo and intention. Lewis went on to learn foundations steps from both styles with the intention to build his own choreography with these steps and the dynamics we have learnt can be added to make choreography unique.*

*He built his confidence week on week as he learnt more and you could see a real performance side to him.*

*The less self-conscious Lewis became, the more you could see real talent.*

*He worked very hard when in the studio and I feel he has gained a beginner's guide to House and Breakin'."*

### How to submit your report

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### Online

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Please contact the participant's DofE Manager, Bianca Sharpe, at [bsharpe@sandhurst.bracknell-forest.sch.uk](mailto:bsharpe@sandhurst.bracknell-forest.sch.uk), if you need further information or support to complete your report.



ASSESSOR'S REPORT  
SKILLS

Participant: \_\_\_\_\_

eDofE ID No.: \_\_\_\_\_

Level: **Silver**

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goals set by participant: \_\_\_\_\_

**Assessor's comments:** *Please write as much as possible talking about training teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.*

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

# Writing Assessor Reports

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

We appreciate your assistance and hope that you enjoyed your involvement, helping a participant through the section, and helping them get the most from the activities they have undertaken.

## The Assessors Report

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### What is the role of an Assessor?

- Understand what the Participant wants to get out of the activity and help them set their goal
- Help them with advice, training and supervision as needed
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- Be available throughout the time they are doing their activity and monitor their progress
- Do a final assessment at the end – discussing their experiences, how they developed and reached their goals.

### Completion of the section

Young people have met the DofE requirements if they've demonstrated effort, perseverance and improvement. They will also need to have met the minimum time requirements of three or six months.

### What should my Assessor's report contain?

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs, complimenting their achievements.

It is not acceptable to simply say "he/she satisfactorily completed the Physical section".

You must also include the following:

- Participant's name
- The activity undertaken
- The dates they did their activity
- Your name and role
- Your contact details

Below is an example of a report submitted by an Assessor.

*"Sarah 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 engage with them. From September- December 2017, her confidence seemed to grow.*

*A stand out moment for us was when Sarah handled a situation with great maturity. This experience will be great to enhance Sarah's CV, and we hope she continues working with us. Well done Sarah."*

### How to submit your report

An Assessor report for each section is mandatory for every participant. You can provide a report in many different ways:

#### Online

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Please contact the participant's DofE Manager, Bianka Sharpe, at [bsharpe@sandhurst.bracknell-forest.sch.uk](mailto:bsharpe@sandhurst.bracknell-forest.sch.uk), if you need further information or support to complete your report.



ASSESSOR'S REPORT  
VOLUNTEERING

Participant: \_\_\_\_\_

eDofE ID No.: \_\_\_\_\_

Level: **Silver**

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goals set by participant: \_\_\_\_\_

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### Assessor's comments:

*Please write as much as possible talking about training teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.*

*I confirm that the above participant has attended during the above period and has averaged at least 1 hour per week over this period.*

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_