

# Writing Assessor Reports – Physical section

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

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](#).

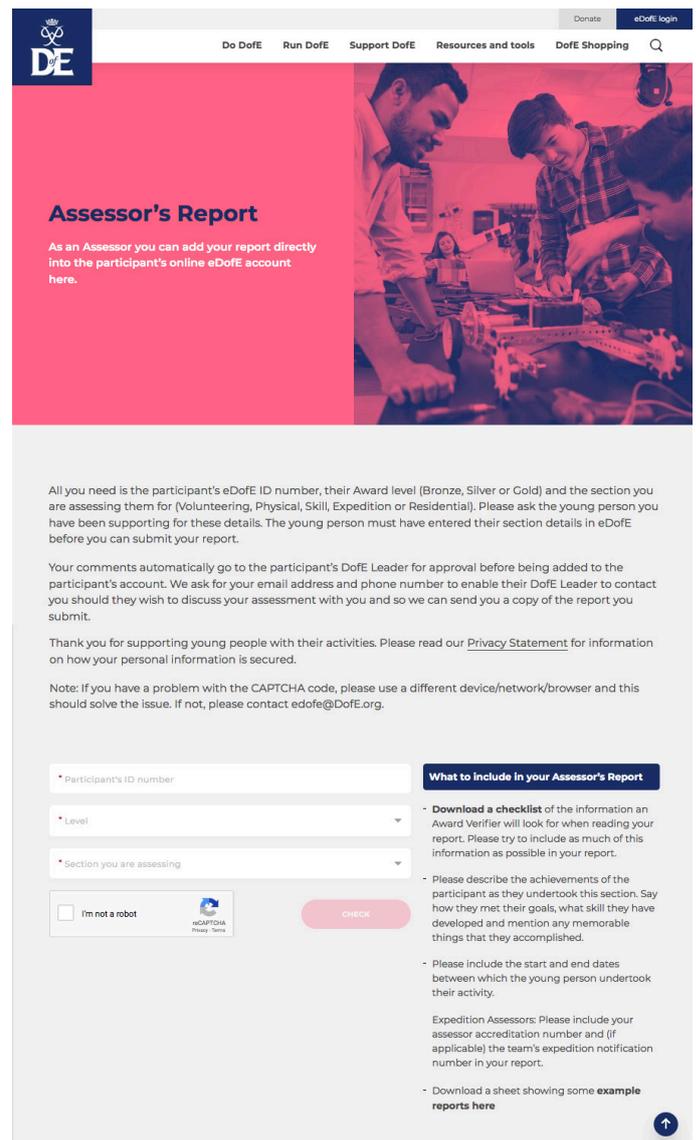
All you need is:

- 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).

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.



The screenshot shows the 'Assessor's Report' page on the DofE website. The page has a pink header with the DofE logo and navigation links: 'Do DofE', 'Run DofE', 'Support DofE', 'Resources and tools', 'DofE Shopping', 'Donate', and 'eDofE login'. Below the header, there's a main content area with a pink background on the left and a photo of people working on a project on the right. The text on the pink background says 'Assessor's Report' and 'As an Assessor you can add your report directly into the participant's online eDofE account here.' Below this, there's a form with fields for 'Participant's ID number', 'Level', and 'Section you are assessing'. There's also a CAPTCHA box with the text 'I'm not a robot' and a 'CHECK' button. To the right of the form, there's a section titled 'What to include in your Assessor's Report' with several bullet points: '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.', and 'Download a sheet showing some example reports here'. At the bottom right of the page, there's an upward-pointing arrow icon.

Above: example of Assessor's Report screen on [DofE.org/assessor](#), once initial information has been entered and checked.

## 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 "He/she satisfactorily completed the Physical 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.

Below is an example Assessor Report that has been submitted by a DofE Assessor.

**Date: 10th 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, Tel: 07xxxxxxx

Avon County Hockey Coach

Tel: 01173 912583

Email: mark.rxxxxx @xxxx.com

**Gold**

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

**PHYSICAL**

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as a coach). DofE Leaders must approve the choice of Assessor for each section.

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 and complete this section.

For this section of my Gold DofE programme, I have to improve in an area of sport, dance or fitness over a set period of time. I need to spend the following length of time regularly doing my physical activity at least one hour a week:

Participant to write number of months here

\_\_\_\_\_ months

**Can you please:**

- Understand what I want to get out of it and help me
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm doing my physical activity
- Be available throughout the time I'm doing my activity
- Do a final assessment at the end – discussing my experience, what I have developed and how I reached my goals.

When I have completed the time requirements and achievements you can register your comments on my progress by the sign-off leaflet. This will be my evidence of completing 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 their personal goals.

What you write will celebrate the achievement of the young person and their permanent record of their DofE programme. It should be personal, positive and engaging. Report on the start and end dates.

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

**ASSESSOR'S REPORT**

**PHYSICAL**

**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.

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 completed 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 then 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 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:  
**eDofE.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.

**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](http://DofE.org/preferences).

**ASSESSOR'S REPORT**

**PHYSICAL**

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

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

Level: Gold

Description of activity: \_\_\_\_\_

Date started: \_\_\_/\_\_\_/\_\_\_ Completed: \_\_\_/\_\_\_/\_\_\_ (\_\_\_ months)

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 form part of their permanent record of their DofE programme. Please note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.

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/qualification: \_\_\_\_\_

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

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

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

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