

eDofE Bitesize for Assessors

What is eDofE?

eDofE is the online recording and management system of The Duke of Edinburgh's Award. All Participants and Leaders have access to the system which supports Participants in completing their DofE Programmes.

The DofE is a registered charity and relies on volunteers such as yourself so thank you for supporting our Participants.

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.

Evidence

Participants can add as much evidence as they like to their account but the minimum is an Assessors report for every Section. Evidence can be photographs, certificates or any other relevant documentation.

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.

Download more copies of this guide at www.DofE.org/centralengland

Your Assessor's 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 and follow the instructions. You will need the participant's name, their eDofE ID number, their DofE level and the section you have assessed.

Phone

Before you call, it's a good idea to prepare what you are going to say. You will need the participant's name, their eDofE ID number, their DofE level and the section you have assessed. To leave your report call 0203 368 6644 and follow the instructions (*calls charged at local rate*).

On paper

Please fill in your comments in their *Keeping Track* booklet 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.

What should my Assessor's report contain?

- Participant's name
- The activity undertaken
- The dates they did their activity
- A short complimentary report about their achievements
- Your name, role (and qualifications if necessary)

Thank you for your support!

