**Assessor reports**

**Notes on Assessing**

Please don't fill in the online report on the DofE's own site as we need to keep a copy in case there is a problem with the submission.

Whether the groups pass or fail is entirely up to you and we will support you in your decision. If you are going to defer a group then you need to read our document in our pack on how to do it

**How to fill in this form**

We ask for a paragraph about the group and an individual paragraph personal to each participant. I usually start my assessments with Team xyz completed an expedition that fulfilled the requirements of the DofE expedition section at Gold Level, then go on to mention particular team based achievements, comments on the weather etc. If you see a presentation the then say something about that.

Then go on to say something about the individual. Start the comments with their first name (please check the spelling). We would prefer to you concentrate on aspects of their performance rather than your perception of aspects of their character. We do read these before we upload and some phrases come up again and again and do grate a little. Things I personally don’t like are

* Labelling students shy or quiet.
* Gendered comments like bubbly or mum of the group. You could say that the participant was enthusiastic rather than bubbly or say that they looked out for other members of the group rather than mum of the group.

And lastly please keep it under 2000 characters or we’ll have to edit it and keep it positive as this is the celebration of their achievement.

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| --- | --- |
| Assessor Name |  |
| Assessor Number |  |
| Assessor Email |  |
| Team Name (include school name) |  |
| Dates of Expedition |  |
| Level of DofE (eg bronze) |  |
| Notification Number (if known) |  |

**Text referring to all participants:**

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| --- | --- |
| Full Name and edofe number | Individual comment (refer to them by name in this section at least once) |
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