



How to upload your assessor reports and complete your Volunteering, Skill, Physical and Residential* sections

- Now that you've successfully completed your qualifying expedition, you need to upload your assessor reports and any evidence. Then you need to 'submit' to school to sign off your award.
- Once this is done, you will receive your DofE certificate and badge from your Head of Year or Form Tutor. We run the certificates every 2-3 weeks for anyone who's finished their award during that time.
- There are 2 ways we'd like you to upload assessor reports:
 - 1) **Paper copies** - use the paper copies of the assessor reports that were in your welcome pack. If you didn't receive your welcome pack, these can be printed from the school website [Assessor Cards \(Bronze\)](#), [Assessor Cards \(Silver\)](#), [Assessor Cards \(Gold\)](#) Fill in the correct dates for that section (Physical, Volunteering or Skill) before giving the assessor report to your assessor to complete (this is the person you named when you set your original aims on eDofE. Get it back from them, scan onto the computer using a scanner or school printer (please don't take a photo of it though as these are too poor quality and we won't be able to sign it off).
 - 2) **Assessor portal on eDofE website** – ask your assessor to go to [Assessor's Report - The Duke of Edinburgh's Award \(dofe.org\)](#) They will need the following to be able to complete your assessor report: *your eDofE ID number, your level (Bronze, Silver or Gold), the section name (Physical, Skill or Volunteering) and the precise start/end dates you entered to eDofE when you set your aims (the dates they type in must match those you typed in when you set your aims).* You were asked to collect a sheet of card slips from reception in the last week of term to hand to your assessors and help with this process but don't worry if you didn't, it can still be done without them.

* this only applies to the Gold award.

How to complete and submit your Expedition section aims

- School uploads the assessor report for your Expedition section but in order for us to do that, you need to have set your aim and completed the planner, just like you did when you started your other 3 sections.
- Your aim should be the same aim you chose during the expedition, for example: to gain a better understanding of how litter affects farm animals and wildlife, or to understand the problems with mountain path erosion by walkers, etc.
- Put in 'Jen Maxfield' as your assessor if you did your qualifying expedition at Delamere, or 'Mark Harnden' as your assessor if you were at Alderford.
- Your expedition date should be one of the following:

- **Bronze:** 7th – 8th July 2023 (Alderford or Delamere)
- **Silver:** 25th – 27th June 2023 (Llangollen)
- **Gold:** 25th – 28th June 2023 (Llangollen)
- Once you've done that, make sure you press submit so that we can approve it and add your expedition assessor report.

Login problems

Forgotten passwords – you need to go onto eDofE [Welcome to eDofE](#) with your username and click 'forgot password'. This will generate a password reset link to the email address you entered when you registered on eDofE initially.

Forgotten usernames – if you've forgotten your username, you need to get in touch with Ms Riley (DofE admin) ariley@lymmhigh.org.uk or your form tutor after the summer holidays who will be able to help.