

# How to get your assessor report on to EDofE

**Option 1 - Your assessor can add the report directly to your account online**

**Option 2 – You, take a photo of a handwritten assessor report (from your DofE booklet) and upload it to your EDofE account**

Please see <https://www.youtube.com/watch?v=RX0lrfI3Uc8> for instructions on both options

## Option 1 – Getting your assessor to add the report electronically

You will need to give your assessor your ID number (which you will find on your home page of your EDofE account). Input it below where the question marks are and then send all the text in italics to your assessor:

- *To submit the participant's report online, go to <http://www.dofe.org/assessor/> (on this first screen, read the information on the right under the title 'what to include in your report')*
- *Type in their ID number which is ??????, select the level (Bronze, Silver or Gold) and the section you are assessing (Physical, Volunteering or Skill). Then click 'check', and providing the name is correct, you can then fill in the mandatory boxes that appear below.*
- *For the activity box, type a few words outlining what they did e.g. working in charity shop, learning piano, played football for local team etc.*
- *There is also a video to show you how to add an assessor report online <https://www.youtube.com/watch?v=RX0lrfI3Uc8>*

If you have any questions please email on [d.clapham@npt.gov.uk](mailto:d.clapham@npt.gov.uk)

Many thanks

## **Option 2 – Adding a photo of an assessor report yourself:**

- Ensure your assessor has completed the paper copy for the relevant section (DofE booklet) fully to include name, id number, dates, goals, Assessor's comments, signature, date, position and contact details
- Go to [www.edofe.org](http://www.edofe.org) or log in to the **EDofE app** and type in your username and password (you will then have a page with four different coloured dials in the middle)
- Click on the coloured dial for the section you want the assessor report to go to
- Scroll down to the bottom of this page and click on the 'add evidence' button
- Then click on the relevant button for the type of evidence (which will most likely be a photo of your assessor report) and click on the picture of the camera
- On the next page click on 'select files' and find where the picture you want to upload is saved
- Once the picture is uploaded you then **NEED** to click the circle under where it says 'Assessor report'
- Scroll down and choose your preferred leader from the drop-down menu and then you **MUST** click 'Save and submit'