Different ways to submit an Assessor's Report

An assessor's report can be submitted in any of the following ways.

The easiest and preferred method is via the Assessor Report portal but we do appreciate this is not always possible for the less tech savvy.

**1) Assessor's Report Card**

At the end of the participant's activity, an assessor can fill in the Assessor's Report card which the participant received in their Welcome Pack. The assessor would need to provide details of the achievements of the participant as they undertook the section. Please make sure to add the participant's start/end date, goals/achievements, assessor's name, position and contact details.

 You can download a digital copy of the Welcome Pack [here](https://www.dofe.org/welcome-packs-dth)

Once this is done, the report card can be handed back to the participant who will need to scan or photograph the page and add it as Photo evidence and mark it as an Assessor's report before saving and submitting it to their DofE Leader.

**2) Photo Upload**

An assessor can also write the report on a separate piece of paper, detailing the achievements of the participant as they undertook the section. Once this is done, the page can be handed back to the participant who will need to scan or photograph the page and add it as Photo evidence and mark it as an Assessor's report before saving and submitting it to their DofE Leader.

**3) Email to participant/leader**

An assessor can submit a report by sending an email to the participant or their DofE leader, detailing the achievements of the participant as they undertook the section. If the report is sent to the participant, they would need to copy the email and enter it into eDofE as a text file and mark it as an Assessor's report, before saving and submitting it.

For information on how to add evidence as a participant, please click [here](https://help.edofe.org/knowledge/articles/360015890617/en-gb?brand_id=1749169)

For information on how to submit the report if it is sent to the leader, please click [here](https://help.edofe.org/hc/en-gb/articles/115000576189-How-do-I-add-evidence-for-several-participants-myself-)

**4) Assessor's Report Portal**

Assessors can submit an assessor's report via the [Assessor's Report portal](https://edofe.org/assessor). For more information on how submit an assessor report please click [here](https://help.edofe.org/hc/en-gb/articles/360009314057-How-to-submit-an-Assessor-s-Report-via-the-Assessor-s-Report-portal).

**Once the report has been successfully submitted, the participant's DofE Leader needs to approve the report before the participant can see it in their section.**

 Along with participant's assessor card and the online [Assessor's Report portal,](https://edofe.org/Assessor) participants and adults can also use Assessor sign off cards - Please see the attached document.

Should you have any issues please don't hesitate to contact us via email at [edofe@dofe.org](mailto:edofe@dofe.org)

* [Assessor sign off card.pdf](https://help.edofe.org/hc/en-gb/article_attachments/360033666673/Assesor_sign_off_card.pdf)

300 KB [Download](https://help.edofe.org/hc/en-gb/article_attachments/360033666673/Assesor_sign_off_card.pdf)