## **Getting Sections Finished**

## Check you have entered details on eDofE

- All details for each section should be filled in before starting the activity.
- Each section should be submitted for approval.

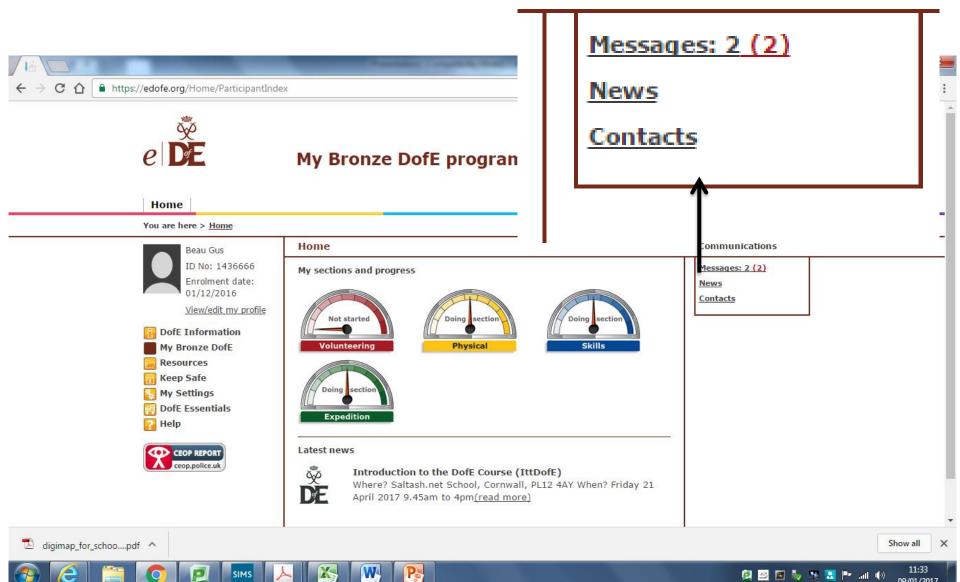
• This should ensure that only approvable activities are done.

### Messages on eDofE

 Check your messages on eDofE. They will either tell you that activities have been approved or will explain the problem.

Come and see me if you do not understand.

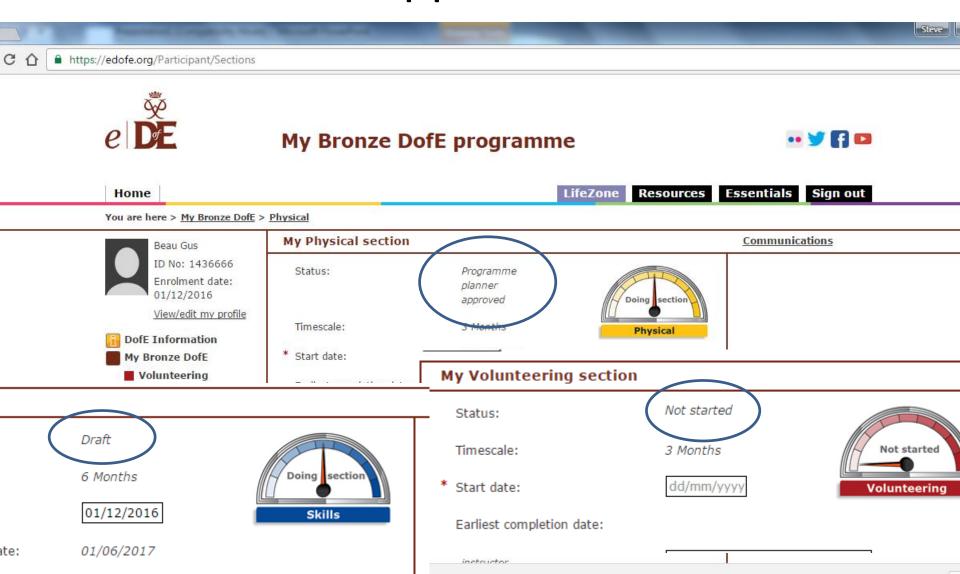
#### Communications



#### Extra-Curricular!

- All activities must be outside your normal school work ie they cannot be lessons and homework.
- After school or lunchtime activities are fine.
- Instrument lessons are allowed.

# Check that sections have been approved



#### Add Evidence

 You can add evidence as you complete your award to illustrate what you have been doing.
Eg letters, activity logs, photos

 Needed – a report written by your assessor for each section using either report forms or DofE website.

### Report Forms

Given out at registration.

Describe the activity – what did you do?

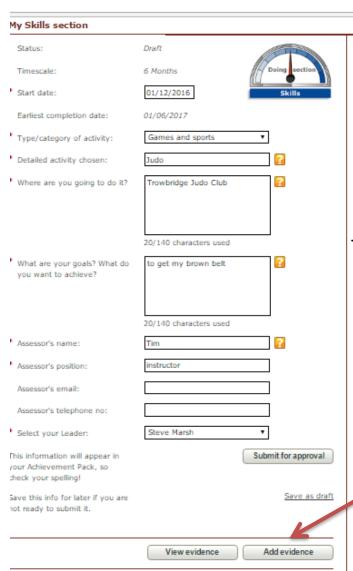
Fill in dates make sure they show at least the number of months required.

Report must be written by your assessor and should confirm that you have done what you set out to do.

Contact details of assessor. The assessor will only be contacted if the report looks suspicious of if it is unclear.



### How to add evidence



Reports can be photographed or scanned. This will convert them into jPEGs or PDF files

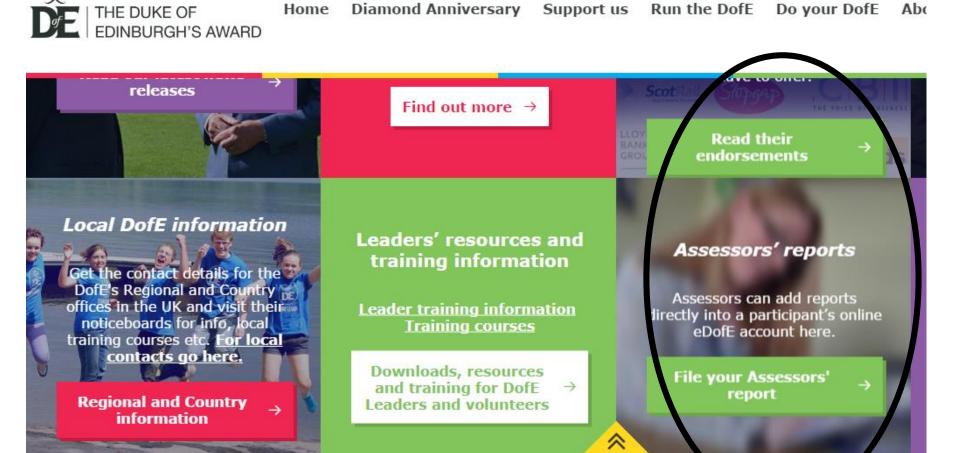


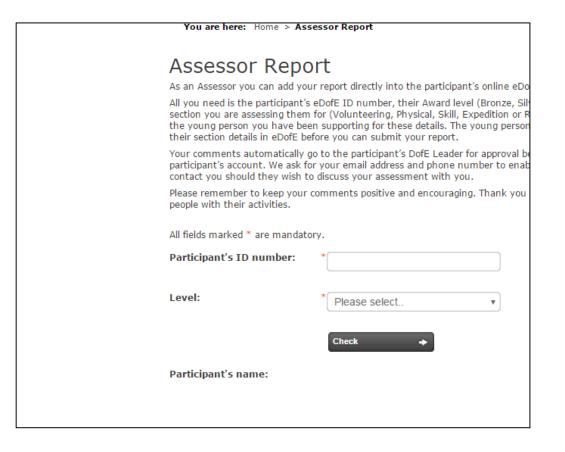
#### Add Evidence

Too difficult? Bring your report to me. I'll put it on for you.

#### Via the website

www.DofE.org – find assessor reports





Your assessor will need your ID number from your eDofE. They will also have to say you are doing bronze level.

This then opens up a form to fill in for your assessor.

The completed form comes to me and is then put onto your eDofE

## Get reports written as soon as you have finished

 Don't put it off. It gets more embarrassing to ask for a report when you haven't been to the club for 6 months! Assessors also sometimes move on.