

Nonsuch High School for Girls

Duke of Edinburgh Award - How to record your activities

Using your participant welcome pack

1. The Welcome Pack is sent to you in the post from the Duke of Edinburgh Award once you have logged into your account and filled in your home address. **Please make sure this is written in full including house name/number and full postcode.**
2. When you receive your log in details, log onto eDofE and change your password. Add Miss McIntyre as your leader so she receives an Alert when you have submitted information. Log on using the username you have been given. If you forget your password, press the 'forgot password' button and you will be sent a new password to the email you provided when you enrolled.
3. Complete the questions the site will ask you – emergency contacts etc.
4. Each activity must be logged on eDofE. Go to the relevant sections when you are ready.
5. Visit each of the sections – volunteering etc. **Complete the programme planner before you start any activity. It must be approved, or you may do the activity, find out it is unacceptable and have to start again.** All aspects of the programme planner must be completed including the assessor contact information. If the assessor is a teacher at Nonsuch, add the teacher's email address.
You must complete the expedition programme planner after the first expedition training session.

Please note: family members cannot be assessors.

Assessor Reports

Once approved on your eDofE programme planner, fill your name and eDofE number on the assessor forms in your welcome pack. **You must write in the date you are starting the activity at the top of the page, and it must match the programme planner date.** School activities will be longer as holidays do not count. All requested information must be completed **by your assessor** either on the form or preferably via the Assessor report form on the DofE website.

The Assessor can complete your assessor report directly on the DofE Assessor Report Form website. Give them your assessor form from the welcome pack with information at the top filled in including the completion date so they have your eDofE number, level of Award and the start/finish dates (longer than the 3-month minimum is better.) Once submitted by the Assessor this will go to your account. This won't necessarily happen on the same day.

Assessor form: If using the form, fill in the top of the form and give it to your assessor who completes the questions and then **your assessor must sign and date the page at the end.** It can't be completed prior to the finish date. Once signed, scan it (check all wording is visible) and upload it to the CORRECT section on your DoE account. Each month of participation should mean you have done 4 hours – meaning one hour per week. If you have missed a week, you must extend the participation time. You **may not** do 2 hours the following week to make up time. Three months is 12 weeks. If you miss a week, you must add it on to the end. **School holidays are not counted in the weeks if you are completing a section at school.**

It is fine to do longer than the minimum time. (Remember September 1 to November 1 is 2 months not 3 months. Check your timescales carefully).

Any amendments to dates on the assessor report form must be counter-signed by the Assessor or the form will not be accepted for the Award.

The eDofE website

Expedition example:

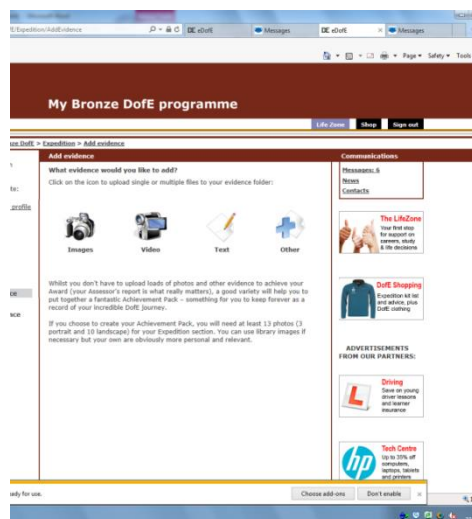
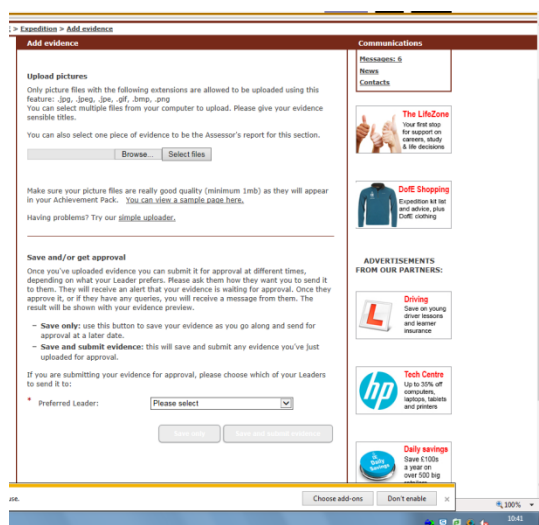
1. Fill in all the boxes of information.
2. There is a planner section and an evidence section. The planner section should contain the same information that is in your logbook e.g. who is your assessor. This must be an adult and **can't be a family member**.

Evidence

Once your activity is complete, go to the evidence page. If you wish to add weekly evidence, please save this separately as a document e.g. screenshots of app evidence for exercise. Then upload one document with all the information at the end.

When you have entered all the required information, press SUBMIT. It is only at this point that Ms McIntyre will be asked by DofE to approve your work.

3. Upload your evidence (e.g. a scan of your logbook assessor comments).



Mark the assessor report with the 'mark as assessor' report button. The Assessor report must be written by the assessor. Certificates or copies of text /emails written by the Assessor are not acceptable as assessor reports.

When all your evidence is there, press submit - if you do not press submit Miss McIntyre will not know the section is ready to be viewed.

Any queries: Email doe@nonsuchschool.org with your query and we will try and help.

You must log into your account monthly to keep it active. This is important. It will also allow you to see if your evidence has been queried and you need to amend it.

Remember: Any expedition queries, contact Activ. Check all dates on school website and attend.

Good luck and enjoy!

Miss McIntyre and Miss Clennell