

# Participant Info:

## What is an Assessor?

An Assessor is an adult who will help you to complete your chosen activity for a particular Section of the Award (e.g. Skill, Service, Physical Recreation). The adult needs to have knowledge of the activity you have chosen. For example, if you are playing football for your Physical Recreation Section your assessor will be your football coach or if you are learning the guitar for your Skill Section your assessor will be your guitar teacher. **An assessor cannot be a family member or your friend.**

## What does your Assessor do?

Your Assessor will help you complete the Section of the Award. If you have chosen an activity like cooking or running, where your assessor is not seeing you do the activity each time you do it, they will need to meet with you and personally witness your activity on a regular basis (e.g. every 2-4 weeks) to be able to support you to meet the requirements of the Award. Once you have completed the Award Section your Assessor will need to write a short report for you which should include:

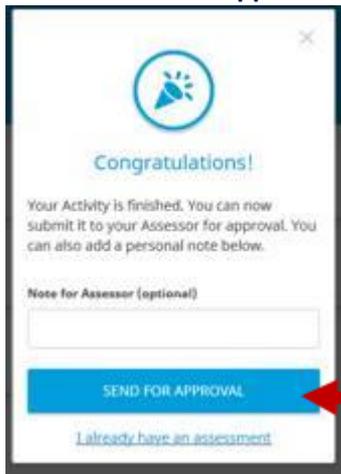
- A comment on anything that you did particularly well.
- A comment on how you participated in the chosen activity and about any improvement that you made.
- Comment on any relevant qualifications or experience they have in regards to the activity you have chosen.

## What do you need to do?

1. Pick an Assessor when you start your activity. If you are unsure of who can be your Assessor please talk to your Award Leader.
2. Talk to your Assessor about your Award, what goals you have set yourself for the activity and what your assessor needs to do. You can show them this email to give them the link to your website where they can find more information - <https://dofehillary.org.nz/Assessors> They are also able to phone the Award National Office on 0800 69 29 27 for more information.
3. Complete your activity (don't forget to add your logs).
4. Once you have completed the required number of months the Online Record Book will pop up with a message congratulating you and asking you how you want to get your Assessor to sign off your activity. You now have 2 options!

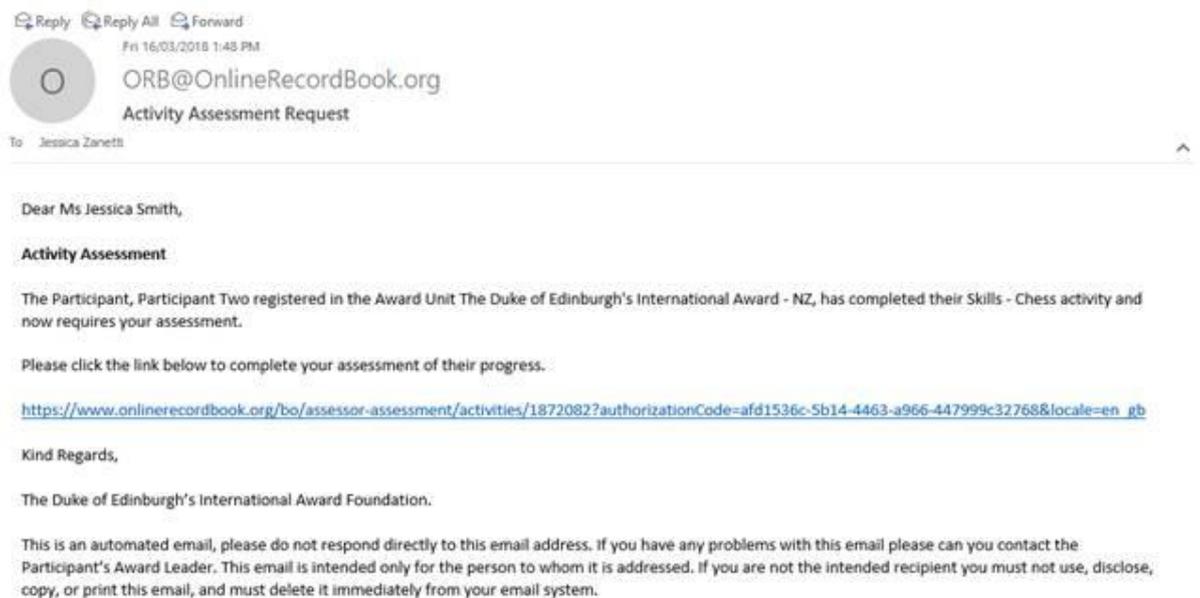
## Option One

1. Click on **Send For Approval**



The screenshot shows a white dialog box with a blue circular icon containing a leaf and a sun. Below the icon, the text reads 'Congratulations!' followed by 'Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.' There is a text input field labeled 'Note for Assessor (optional)'. At the bottom, there is a prominent blue button labeled 'SEND FOR APPROVAL' with a red arrow pointing to it from the right. Below the button is a link that says 'I already have an assessment'.

2. An email link will be sent to your Assessor.



3. Your Assessor will need to click on the link which will open an online record of your hours that the Assessor can confirm and approve.

**Ms. Participant Two**  
 PH000456757 - 01/08/2017 - Wellington  
 32 Dr Taylor Terrace, Johnsonville

First activity started	Major	Hours Completed / Required	Completed
01/12/2017	No	Completed 13 h / 13 h	100%

**Skills**

Activity Type: Games

Activity: Chess

Goal: To learn the rules of the game.

Note from participant: ---

**Participant's logs**

Date	Hours	Description
09/03/2018	4:00	Game 4
01/02/2018	4:00	Game 3
01/01/2018	4:00	Game 1
01/12/2017	4:00	Game 0

**Assessor report**

Title	First Name	Last Name
Ms. <span style="float: right;">X</span>	Jessica	Smith
Email	Phone	
jessica@dofehillary.org.nz	+64800692927	

**Assessor Report**

Participant Two attended the chess club weekly and improved their skill and knowledge in the game. They competed in 3 inter-club chess matches and have also supported new members in learning the game. Well done!

**My Qualification**

Chess Master

**My Experience**

Wellington Region Chess Champion 2009-2011

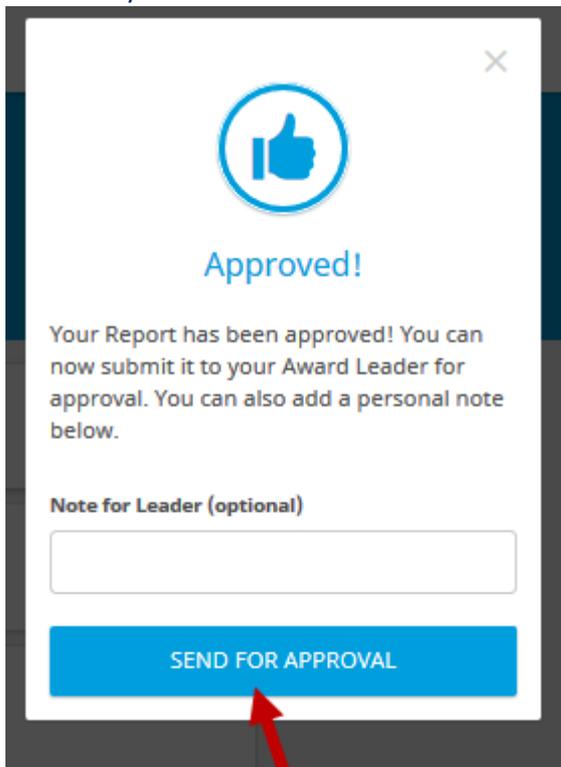
I certify that as the Assessor of this activity that the participant has met the requirements.

Send

Or don't agree? You can [reject this application](#).

- Your Assessor can either approve the Assessor's report by clicking **SEND** or, if they would like you to change something, they can click on **Reject this application**.

- Once your Assessor has given their Assessor's report electronically you will get a message (either on your app or online) saying that your activity has been approved and that you can send it to your Award Leader.



- Click on **SEND FOR APPROVAL** (you can add a personal note for your Award Leader if you want).
- This will now go to your Award Leader to sign-off as completed (you will see a clock symbol showing that the system is waiting for your Award Leader to sign it off).

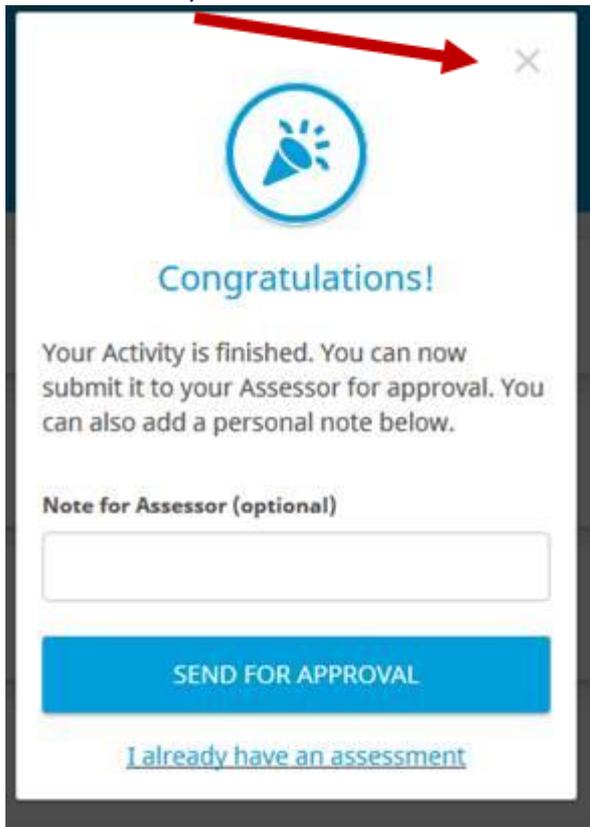


- Once your Award Leader has signed it off you will see a tick beside the Section showing that you have completed it.



## Option Two

1. Click on the **X** symbol to close the box.



2. Click on your name (top right-hand corner) and click on **Award Summary**



3. Click on **Download Summary for Assessor** for the Section that you want your Assessor to write a report for.

**Award Summary**

01/08/2017 Start Date --- Completion Date

DOWNLOAD AWARD SUMMARY

**Skill**

First activity started	Major	Hours Completed/Required
01/12/2017	No	13 h / 13 h

**Games - Chess**

In progress To learn the rules of the game. Ms Jessica Smith  
Name

DOWNLOAD SUMMARY FOR ASSESSOR

4. Print this off and take it to your Assessor to fill out.



**Participant Two**

The Duke of Edinburgh's International Award - NZ, New Zealand

Bronze Level award started on 01 - August - 2017

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**Skills**

Status	Major	First Log Entry	Hours Completed	Hours Required
In progress	No	01 - December - 2017	13	13

**Chess**

Goal: To learn the rules of the game.

Assessor: Jessica Smith

Date	Duration	Description
01 - January - 2018	04:00	Game 1
01 - December - 2017	04:00	Game 0
01 - February - 2018	04:00	Game 3
09 - March - 2018	04:00	Game 4

**Assessor Report**

I Certify That as the Assessor of this activity that the participant has met the requirements. Please comment on the participants improvement/ performance/ commitment.

*Participant Two has attended the chess group every week for the past few months and has participated in regional competition at a beginner level. Well done!*

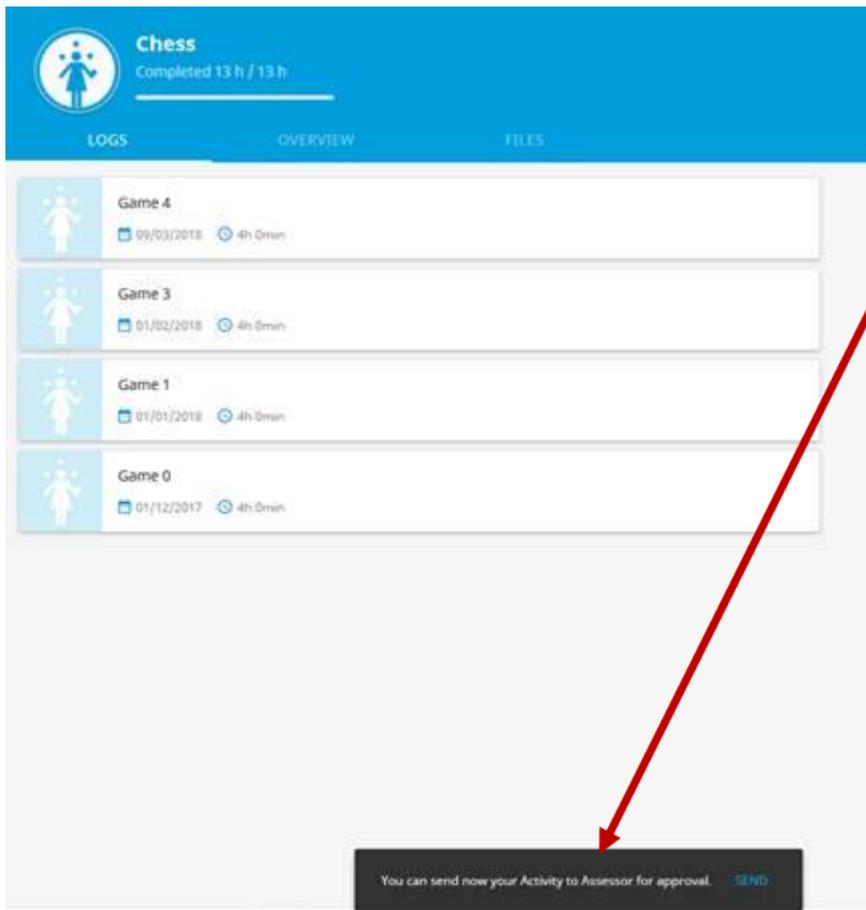
Name: Jessica Smith Phone/Email: 0800 69 29 27

Qualification: Played chess for Wellington Regional Team

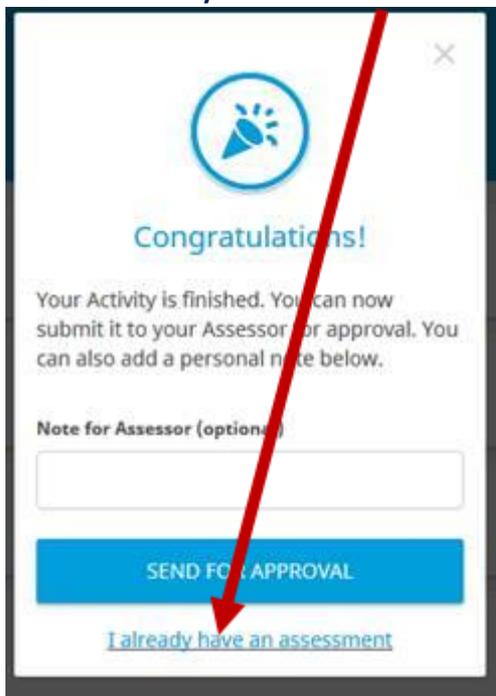
Experience: Played chess for 10+ years.

Signed: [Signature] Date: 16/3/18

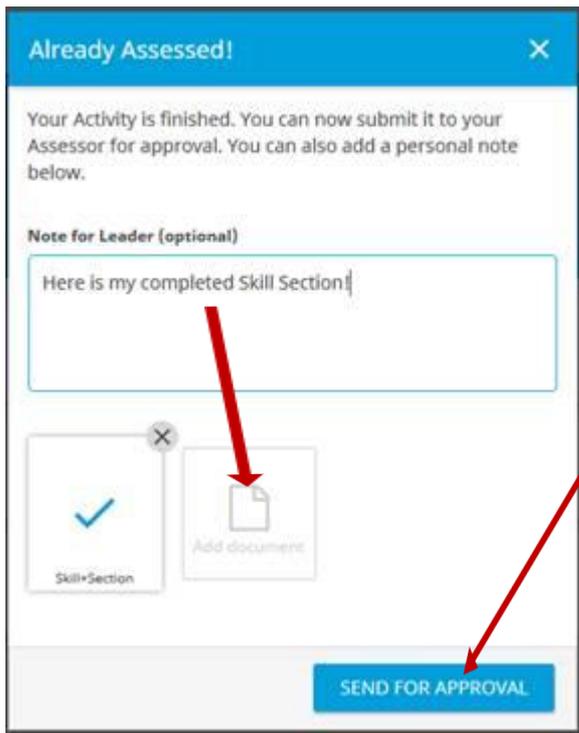
5. Scan the form onto your computer
6. Log into the Online Record Book and, under the Section you have completed, click on **You Can Now Send Your Activity to Your Assessor For Approval**



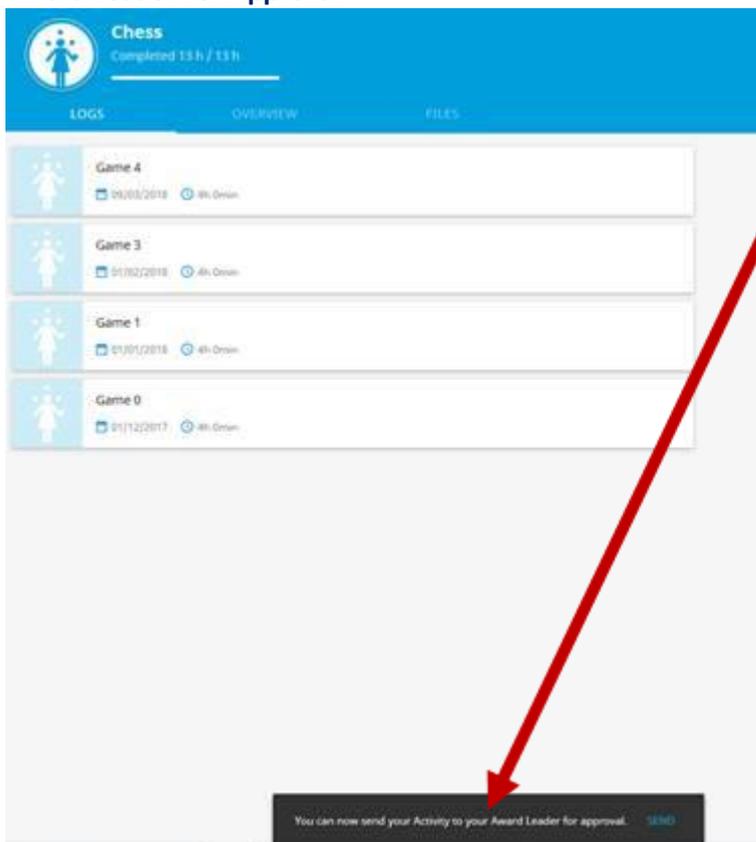
7. Click on **I Already Have An Assessment**



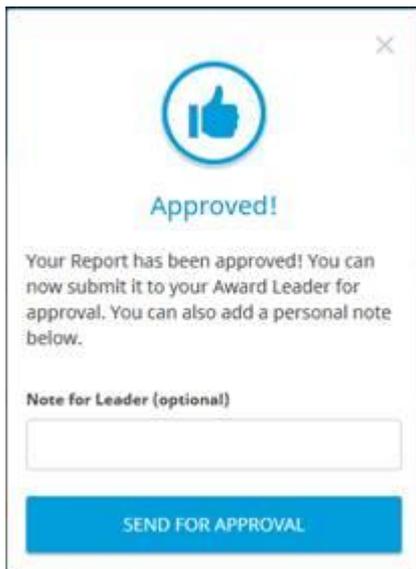
8. Click on **Add Document** and upload your Assessor's report that you scanned onto your computer then click **SEND FOR APPROVAL**.



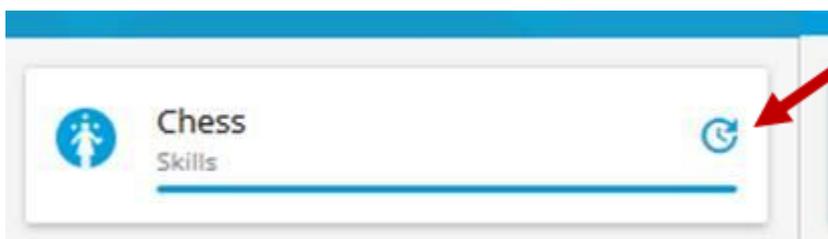
9. Under the Section you have completed, click on **You Can Now Send Your Activity to Your Award Leader For Approval**



10. Click on **SEND FOR APPROVAL** (you can add a personal note for your Award Leader if you want).



11. This will now go to your Award Leader to sign-off as completed (you will see a clock symbol showing that the system is waiting for your Award Leader to sign it off).



12. Once your Award Leader has signed it off you will see a tick beside the Section showing that you have completed it.

