

# Supported assessment confirmation form

## Information for Supporting Assessors:

**Note:** The following is to help Supporting Assessors run a successful Supported Assessment. Full information is included in the EAAS course and is available at [www.DofE.org/go/eaas](http://www.DofE.org/go/eaas).

### Check the following points to make sure the expedition is a valid Supported Assessment:

- The assessment must take place during a qualifying expedition;
  - A **Supporting Assessor** must be the registered Expedition Assessor for the expedition (if not accredited by the organisation, they must register to assess with them using form EAAS/12).
  - A Supporting Assessor must have two years' experience as an Assessor *and* have been appointed by the Licensed Organisation/Assessor Network/Approved Activity Provider as the Supporting Assessor.
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- **The Assessment Level** (i.e. Bronze/Silver or Gold) and **Technical Competency**: these are agreed between the Trainee Assessor and Licensed Organisation/Assessor Network/Approved Activity Provider.
  - The Supported Assessment is not a test of technical competence.
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- **Length**: involve the Trainee Assessor only for as long as is needed to judge whether they meet the performance criteria;
  - The Supporting Assessor should focus on only one Trainee Assessor/Supported Assessment at a time.

### The Supported Assessment:

- Provides practical experience in the field for Trainee Assessors.
- Is an opportunity for the Trainee Assessor to put the EAAS learning into practice.
- The Supporting Assessor is there to help them and judge if they meet the performance criteria (see overleaf) that need to be met for them to become an Accredited Assessor.

### The role of the Supporting Assessor is:

- To judge the Trainee Assessor's ability to assess a DofE expedition;
- To verify the Trainee Assessor's understanding of the role of the Assessor;
- To judge if the Trainee Assessor meets the performance criteria– decisions should not be made using any other factors.

## Completing the form (see next two pages)

### Before the expedition:

- Read the four performance criteria listed overleaf.
- See the *Example Supported Assessment Confirmation Form* (EAAS/5b) for a completed version.

### During or soon after the expedition:

- Complete the *Supported Assessment Confirmation Form*.
- Record your comments on whether they meet the four performance criteria and sign each box.

### After the expedition:

- Complete the Supporting Assessor's Recommendations Box
- Forward the form to the Trainee Assessor's Licensed Organisation, Assessor Network or Approved Activity Provider.
- They may wish to discuss your recommendations with you when they are deciding whether to accredit the Trainee Assessor.

*See the next page for the Supported Assessment Confirmation Form...*



## Supported assessment confirmation form

This form is to be completed by the Supporting Assessor and sent to the Licensed Organisation, Assessor Network or Approved Activity Provider. *Supporting Assessors should collect this information from the Trainee Assessor and record it here.*

### Trainee Assessor's details:

Name: \_\_\_\_\_

LO/AAP/AN: \_\_\_\_\_

### Performance Criteria

The Trainee Assessor named above fulfils the following performance criteria. (Please sign the following):

Performance Criteria	Signature
1: They are able to carry out practical assessment in the field in accordance with the 20 conditions of the Expedition section. Comments:  How was this evidenced?	
2: They can establish good supportive relationships with the young people and communicate effectively with them. Comments:  How was this evidenced?	
3: They are able to deal effectively with relevant forms, tracings, route outlines, route cards, the suitability of routes and problems associated with access. Comments:  How was this evidenced?	
4: They are able to give effective advice to the Supervisor and the participants, based on their knowledge of the Expedition section. Comments:  How was this evidenced?	

## Supporting Assessor's Recommendations

Supporting Assessor's name: \_\_\_\_\_

Accreditation number: \_\_\_\_\_

Assessment location: \_\_\_\_\_ Assessment date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Either** 1. The Trainee Assessor has successfully completed the Supported Assessment.

Supporting Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Or** 2. The Trainee Assessor should seek to improve his/her standard in the sections indicated.

Supporting Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

General comments:

**Once complete, the Supporting Assessor should forward to the Trainee Assessor's LO/Assessor Network/AAP.**

**LO/AN/AAP Approval** *(To be completed by the DofE Manager/Assessor Network Co-ordinator or Approved Activity Provider Manager, before sending the form on to the DofE Regional/Country Office.)*

### Trainee Assessor Details

Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

EAAS Course No: \_\_\_\_\_ EAAS course date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please Note:** a Supported Assessment must be completed within two years of attending the EAAS training. If accreditation has not been achieved within this time, the training course must be attended again.

Bronze/Silver Expedition Assessor

Gold Expedition Assessor

Approved by (name): \_\_\_\_\_ DofE Role \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

LO/AN/AAP: \_\_\_\_\_

**Following approval signature, Managers/Coordinators should send to the DofE Regional/Country Office where the Trainee Assessor's application form (EAAS/3) was sent to.**

### For DofE use only:

Certificate, ID card and ID card holder issued:  Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DofE Office: \_\_\_\_\_