

THE DUKE OF EDINBURGH'S AWARD UNIT

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Letter to prospective Assessor of an Award section

Dear Assessor

What is expected of an Assessor?

You have been approached to do the Award a favour – thank you very much for this. You will quickly realise how important your role is going to be in coming months.

It all starts by you discussing with the young person what is a realistic goal (if this is appropriate) to achieve in the given timescale. You will readily appreciate such goals /targets will focus the performance and be a valid basis for your comments when you are asked to write down your assessment and feedback. Please get the young person to write these goals down in their Award diary at the outset.

Only you will know if the young person has done well and finally attained their pre-determined aims. There will be some cases when it is necessary to go beyond the minimum timescale laid out. There is no problem about this.

The comments you write down in the record book should give details about what the young person has been doing and the outcomes. They will often have spent a lot of time with you, and your comments are so valuable. Brief comments like ‘. . . regularly attended for 6 months and made steady progress’ may be seen as less than helpful

Perhaps we can clarify that it is not acceptable to take part in a normal curriculum activity in school hours and hence go on to achieve success in an SQA examination. It is however acceptable if taking place as an extra curricular activity. There is a significant difference here.

As you add your relevant comments in the record book do encourage the participant to add their personal thoughts about this activity. Oh yes, what a difference it makes. Dates are important but absolutely no reason why youngsters should stop at minimum timescale. It always says a lot when they go on well beyond this minimum time period.

It would also be most helpful if you could indicate what position or qualification (may not even be a formal one, simply an experienced individual carrying out a hobby) you hold to be the appropriate specialist. If omitted how do we know who you are?

If you are still not sure what is required in amount of time and progress do have a word with the Award leader who will be only too happy to discuss.

May we take this opportunity to thank you in advance for the role you are being asked to carry out. You will be an important part in this procedure and achievement, and hope you will find the whole process satisfying.

Kind regards

