

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.

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: _____