

## South Nottinghamshire Academy - Duke of Edinburgh Award FAQs

- **I've forgotten my username and password**

Students usernames are normally their first name followed by their surname (occasionally with a number at the end) e.g. PercyVere or PercyVere1. These were given to the students on sign up. If students have not yet logged on and changed their password this is set as their DOB in the format of DDMMYYYY.

If students have previously logged in but forgotten their password they will need to click on the "forgot password?" button and a reset link will be sent to the email entered into eDofE when they signed up. If this still does not work contact your DofE leader.

- **How do I log onto the eDofE system?**

Firstly, log into eDofE via the browser [www.edofe.org](http://www.edofe.org) and follow the instructions on the page. Here is a YouTube link – <https://www.youtube.com/watch?v=2jNfHskqZ-E>

Then you can download the eDofE onto your phone (search eDofE on your phones app store). This link will show you how to use the eDofE app - <https://www.youtube.com/watch?v=D80IGvCwbhM>

- **How often do I have to do each section?**

The student can choose how long to do each section for. For Bronze two sections need to be for 3 months and one section for 6 months. I do suggest that the 6 month section is started ASAP to ensure completion as close to the end of year 9 as possible. For Silver (when completed Bronze) two sections need to be for 6 months (including volunteering) and the third for 3 months. If Bronze has not been completed then an extra 6 months needs to be done on one of the 6-month sections to make 12 months. Here is a YouTube video explaining how to set up a section -

<https://www.youtube.com/watch?v=9c3pQgTtEFU&t=19s>

Sections have to be done for a **minimum of 1 hour a week** for the whole timescale and cannot be condensed over a shorter time, this is to demonstrate ongoing commitment. You could however do 2 x 30 min sessions a week if easier. Also remember that if a week has been missed due to half terms or illness for example, then this week needs to be added onto the end of the block. If you have any issues with timescales please contact me to confirm any alterations.

- **How can I change the timescales for my sections?**

You can change the timescales of each section of your programme – just follow the instructions on our [eDofE help page here](#).

- **I don't know what to do for my sections?**

There are many things you can do during the restrictions, you just have to be creative! Below are a number of links to places to get ideas.

- a. The DofE noticeboard on the ground floor.
- b. The school website <http://www.southnottinghamshireacademy.org.uk/duke-of-edinburgh>
- c. The official Duke of Edinburgh Award website – <https://www.dofe.org/do/ideas/>

- **Who can be my assessor?**

Assessors can be anyone who can validate what you have done for each section, but CANNOT BE A FAMILY MEMBER.

You can use your coach, scout leader, neighbour, family friend or teacher/tutor.

- When or how do I get an assessor report?**

Remember to ask your potential assessor if they are ok to assess your section **prior** to starting your section. Once you have completed the whole section, ask your assessor to either complete the handwritten report in your booklets then take a photo of this and upload onto eDofE or complete the report via the website [www.dofe.org/assessor](http://www.dofe.org/assessor).
- How much evidence do I need to upload onto eDofE?**

It is advised that evidence is uploaded weekly, this demonstrates commitment and is a great tool for evaluating progress through the award. However, the minimum requirement we request is 1 piece every 2 weeks. (So, for a 3 month section we would like to see at least 6 pieces of evidence uploaded) These pieces of evidence could be a photo of you doing an activity, screenshot of an exercise app, written account of what you did, score cards, a piece of music, photo of a plan or a poster that you have produced, photo of the recipe you cooked and a photo of the finished bake/meal. Anything that shows what you have done!

Also the [activity logs](#) are a great way to keep track of your time – these can be found on the school website or on the DofE website.

If a DofE member of staff is the assessor we will need to see more evidence uploaded onto eDofE as we are not physically seeing you participate in the activity and we need this evidence to assess you. However, if the assessor is someone who is seeing you every week doing your task, they will be able to certify this via their assessor report so evidence on eDofE is for school purposes to back up their report so we can verify your award.
- How do I upload evidence onto eDofE?**

The easiest way to upload evidence onto eDofE is via the app as you can upload photos and screenshots straight from your phone. Here is a video showing you have to do this via the browser (it is very similar on the app) <https://www.youtube.com/watch?v=VoG6knNRZoo>
- If I change my activity, do the hours spent on my previous activity still count for my Award?**

Changes in activities are not advised as this does not demonstrate that you have been committed. However, if you have to [change activity](#) (and have had approval from your Leader) then you just need to complete the new activity for the remaining time. For example, if your Volunteering section is 6 months, and you had already been volunteering for 4 months, you will only need to do the new activity for 2 months.

Remember you will need to get the Assessor from your previous activity to write a report to confirm what you did and how long you did it for. You can either add this as evidence in your eDofE account, or ask them to submit this report through the online assessor [portal](#).
- I can't do my physical activity because the club has closed and my team's training sessions are cancelled – how can I continue with my Physical section?**

Remember, only continue with any physical activity you are doing for your DofE if you are feeling fit and healthy.

If your regular activity isn't on at the moment, there are lots of ways you can continue maintaining relevant strength and fitness. You could consider walking or running in your local area – or even doing a workout (or practising your sport) in your garden or local park. Apps like Strava or Google Fit can help you monitor your activities and provide evidence for your Assessor.

There are also lots of fitness sessions and classes that can be followed online (on YouTube) and done within your home; from Pilates to learning dance routines, bootcamps to HIIT workouts. You can record a list of the ones you do and keep a record of your hours using the Physical section [activity log](#). Remember to seek approval from your DofE Leader before you start.

If you have any more queries please speak to your DofE Leader or email [dofe@snacademy.org.uk](mailto:dofe@snacademy.org.uk)