

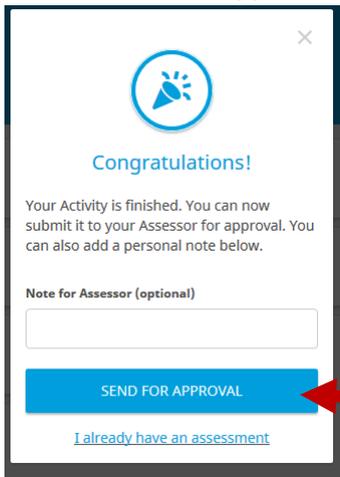
How to get your Assessor to sign off a Section of your Award.

Once you have completed the minimum number of hours and weeks for a Section of the Award the system will pop up with this message congratulating you for completing and asking you how you want to add your assessor's report.

You now have 2 options!

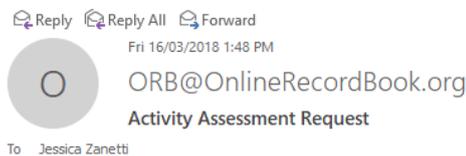
Option One

1. Click on **Send For Approval**



The screenshot shows a white dialog box with a blue border and a close button (X) in the top right corner. At the top left is a blue circular icon containing a white leaf-like symbol. Below the icon, the text 'Congratulations!' is displayed in blue. Underneath, a message reads: 'Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.' This is followed by a text input field with the placeholder 'Note for Assessor (optional)'. At the bottom of the dialog is a prominent blue button with the white text 'SEND FOR APPROVAL'. Below the button is a blue hyperlink that says 'I already have an assessment'. A red arrow points from the right side of the image towards the 'SEND FOR APPROVAL' button.

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



Dear Ms Jessica Smith,

Activity Assessment

The Participant, Participant Two registered in the Award Unit The Duke of Edinburgh's International Award - NZ, has completed their Skills - Chess activity and now requires your assessment.

Please click the link below to complete your assessment of their progress.

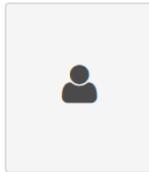
https://www.onlinerecordbook.org/bo/assessor-assessment/activities/1872082?authorizationCode=afd1536c-5b14-4463-a966-447999c32768&locale=en_gb

Kind Regards,

The Duke of Edinburgh's International Award Foundation.

This is an automated email, please do not respond directly to this email address. If you have any problems with this email please can you contact the Participant's Award Leader. This email is intended only for the person to whom it is addressed. If you are not the intended recipient you must not use, disclose, copy, or print this email, and must delete it immediately from your email system.

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



Ms. Participant Two

PN000456757 - 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. <input type="text"/>	Jessica <input type="text"/>	Smith <input type="text"/>
Email	Phone	
jessica@dofehillary.org.nz <input type="text"/>	+64800692927 <input type="text"/>	

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

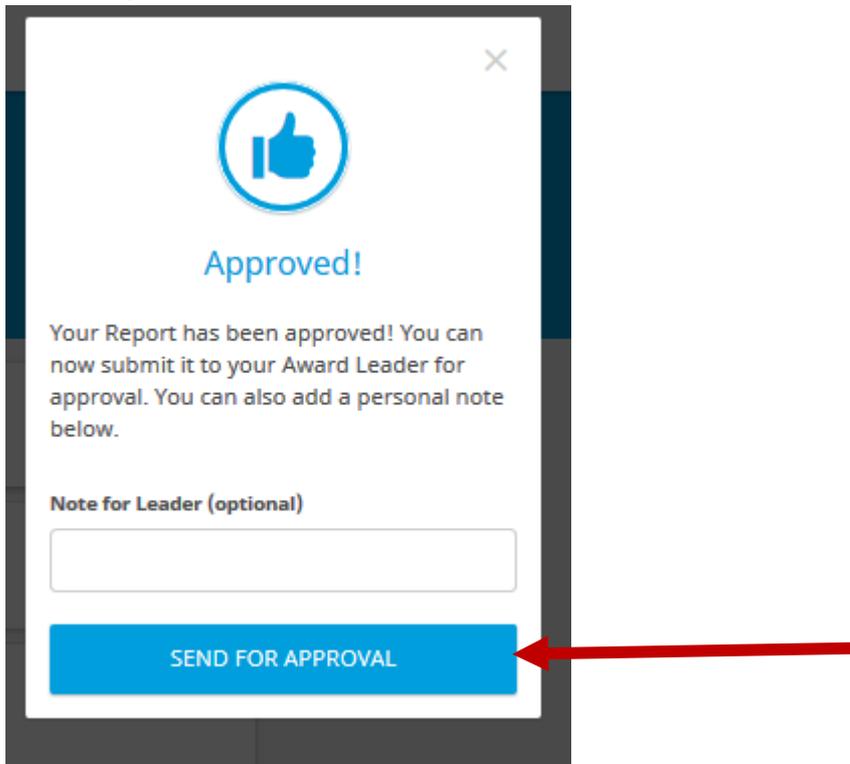
I certify that as the Assessor of this activity that the participant has met the requirements.

Send

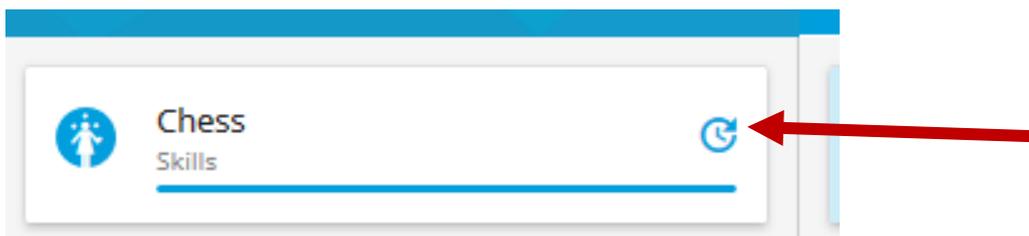
Or don't agree? You can [reject this application](#).

- 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).

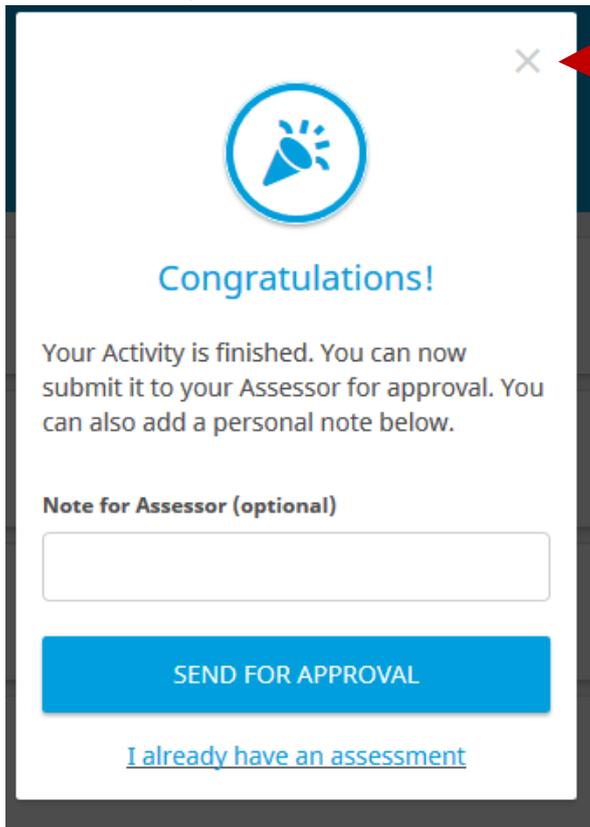


- Once your Award Leader has signed it off you will see a tick beside the Section showing that you have completed it.

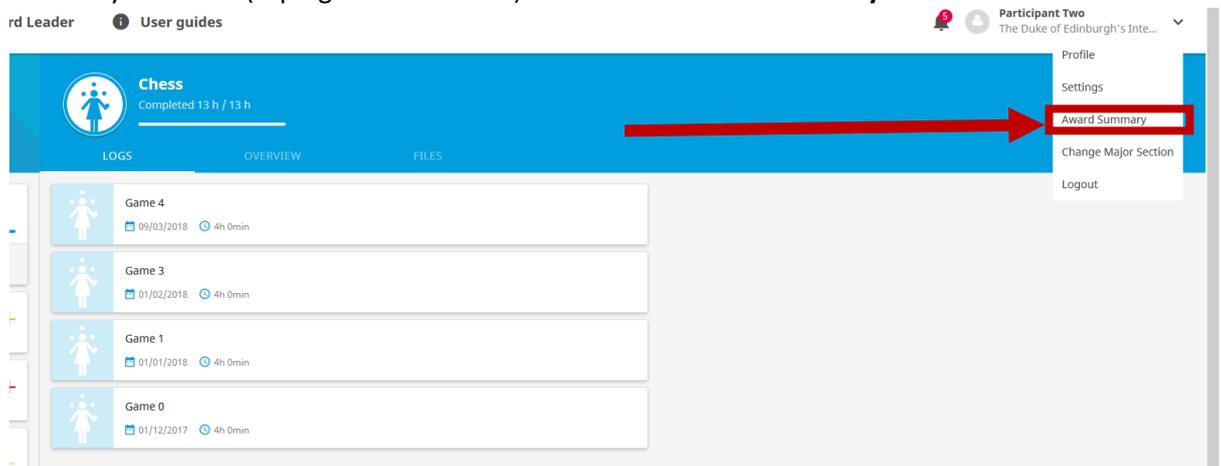


Option Two

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
Status

To learn the rules of the game.
Goal

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

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**

Chess
Completed 13 h / 13 h

LOGS OVERVIEW FILES

	Game 4 09/03/2018 4h 0min
	Game 3 01/02/2018 4h 0min
	Game 1 01/01/2018 4h 0min
	Game 0 01/12/2017 4h 0min

You can send now your Activity to Assessor for approval. [SEND](#)

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

Congratulations!

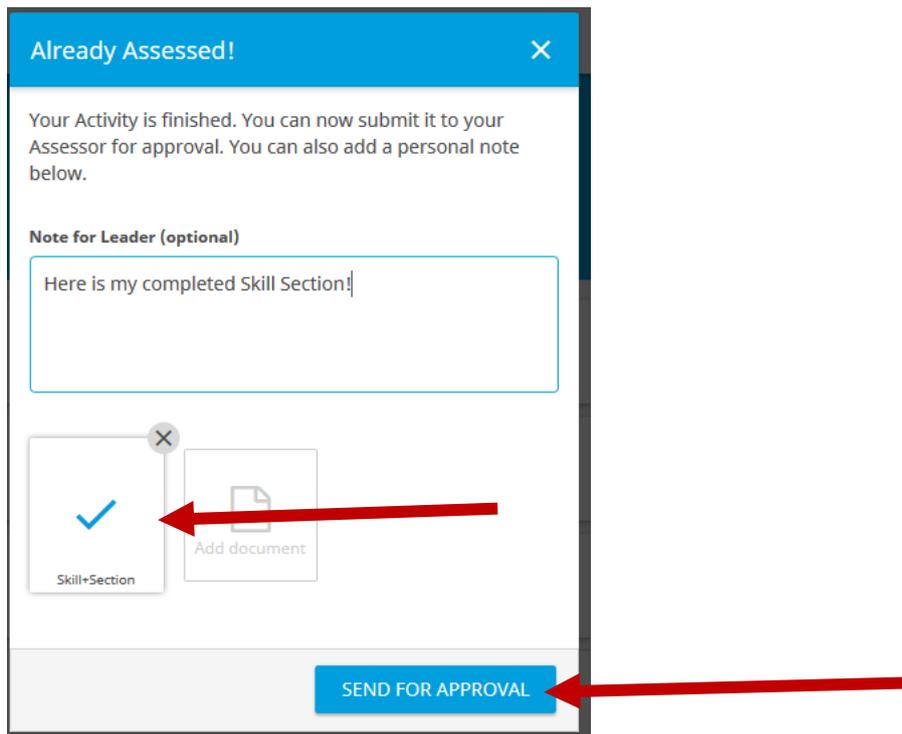
Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

Note for Assessor (optional)

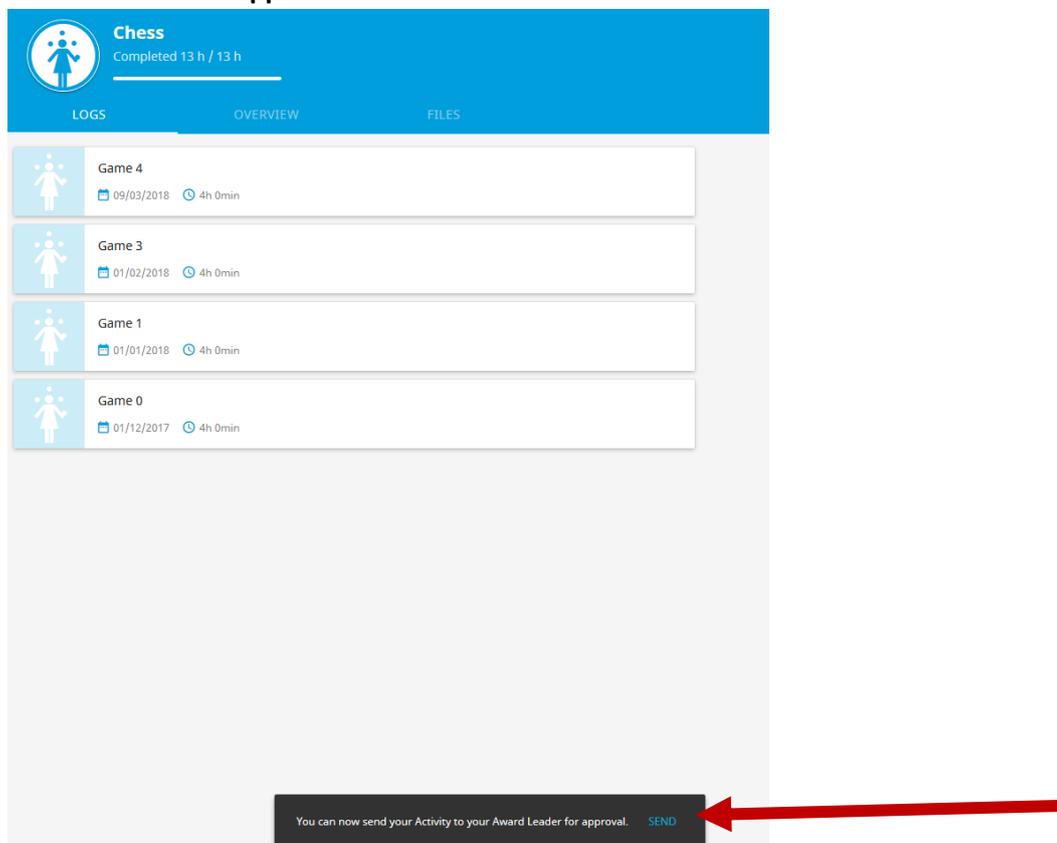
[SEND FOR APPROVAL](#)

[I already have an assessment](#)

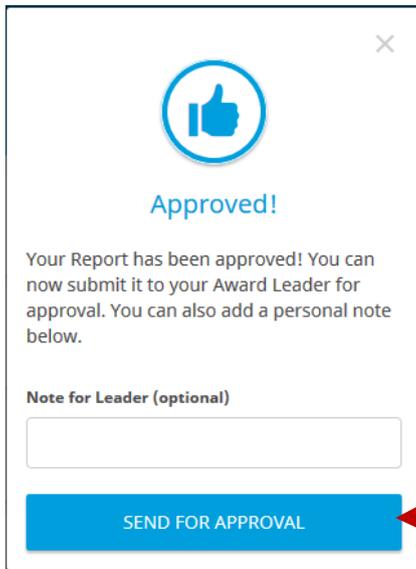
8. Click on **Add Document** and upload your assessor's report that you scanned onto your computer then click **SEND FOR APPROVAL**.



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).



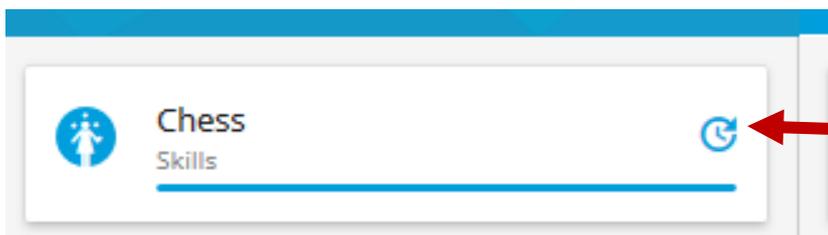
Approved!

Your Report has been approved! You can now submit it to your Award Leader for approval. You can also add a personal note below.

Note for Leader (optional)

SEND FOR APPROVAL

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.

