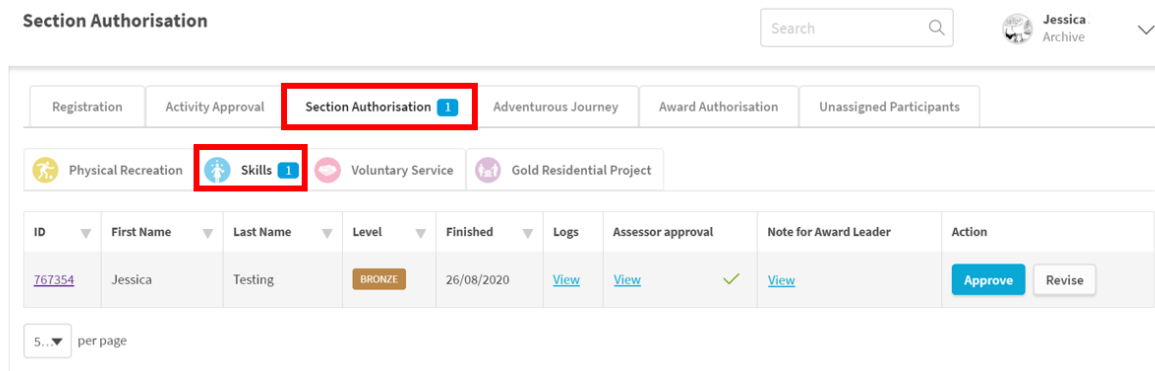


## How to sign off an activity (section authorisation)

As participants complete the time requirements for the different Sections of the Award, they will need to get their activity signed off by their Assessor. This is to verify that their logs are accurate and that they have made the appropriate progress and improvements in their chosen activity. There are two ways that Award Sections can be signed off by the Assessor. A step-by-step guide for participants showing them how to do this can be [found on our website](#) but in short, this is either done by the participant uploading an Assessor's report to the Online Record Book or by the participant sending the Assessor an email through the Online Record Book which contains a link that the Assessor can click on, review the participants activity logs and then write an Assessor's report.

Once the Assessor has written their report, you will need to approve the Section to say that it is complete. You will find this on your To Do List under Section Authorisation.



**Section Authorisation** Search Jessica Archive

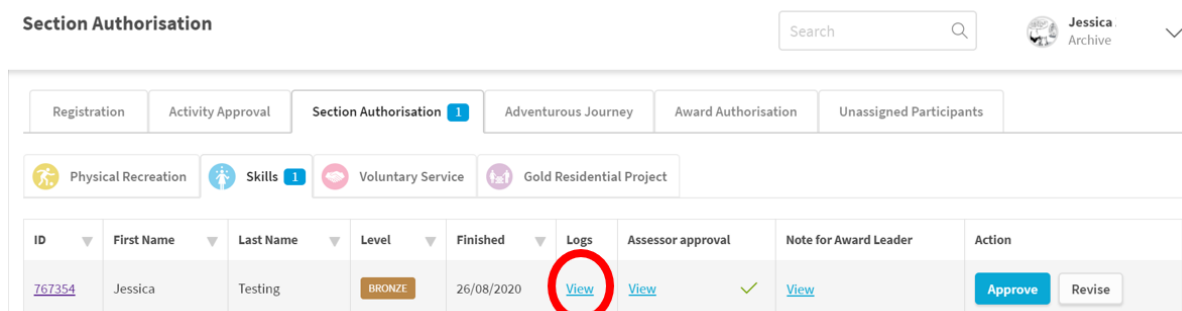
Registration Activity Approval **Section Authorisation 1** Adventurous Journey Award Authorisation Unassigned Participants

Physical Recreation **Skills 1** Voluntary Service Gold Residential Project

ID	First Name	Last Name	Level	Finished	Logs	Assessor approval	Note for Award Leader	Action
<a href="#">767354</a>	Jessica	Testing	BRONZE	26/08/2020	<a href="#">View</a>	<a href="#">View</a> ✓	<a href="#">View</a>	<a href="#">Approve</a> <a href="#">Revise</a>

5... per page

You can view the logs by clicking on VIEW under **Logs**. You might do this in order to verify that the activities outlined in the logs reflect the activity that the participant has chosen to undertake.



**Section Authorisation** Search Jessica Archive

Registration Activity Approval **Section Authorisation 1** Adventurous Journey Award Authorisation Unassigned Participants

Physical Recreation **Skills 1** Voluntary Service Gold Residential Project


ID	First Name	Last Name	Level	Finished	Logs	Assessor approval	Note for Award Leader	Action
<a href="#">767354</a>	Jessica	Testing	BRONZE	26/08/2020	<a href="#">View</a>	<a href="#">View</a> ✓	<a href="#">View</a>	<a href="#">Approve</a> <a href="#">Revise</a>

To view the Assessor's report, click on VIEW under **Assessor Approval**. The Assessor's report is a key part in getting the section signed off and without one the Award will not be signed off.

Section Authorisation

Search

Jessica Archive 

Registration	Activity Approval	<b>Section Authorisation 1</b>	Adventurous Journey	Award Authorisation	Unassigned Participants			
Physical Recreation	Skills 1	Voluntary Service	Gold Residential Project					
ID	First Name	Last Name	Level	Finished	Logs	Assessor approval	Note for Award Leader	Action
<a href="#">767354</a>	Jessica	Testing	BRONZE	26/08/2020	<a href="#">View</a>	<a href="#">View</a> 	<a href="#">View</a>	<a href="#">Approve</a> <a href="#">Revise</a>

5... per page

Alternatively, this can be viewed under the **Documents** tab in the participant's Online Record Book profile where you will be able to also see all documents and files that the participant has uploaded.

What you should be checking for in the Assessor's report is:

The Assessor is not a parent, family member, the participant or a peer.



- The Assessor is not the same person for all Sections of the Award.
- The Assessor has commented on the participant's progress (not just written done, completed or words to that effect) and added their relevant qualification and/or experience.
- The Assessor *has* appropriate qualifications and/or experience to sign this off (i.e. they have knowledge of the chosen activity and have actively been involved in helping, and mentoring, the participant with this activity throughout the time they have been completing their Duke of Edinburgh's International Award).
- If the participant has uploaded a hardcopy of the Assessor's report that there is a written comment from the Assessor.

If you are not happy with the participant's logs, Assessor's report or anything else related to the Award Section you can revise this section. This will then send the activity back to the participant with a note saying what needs to be changed.

Section Authorisation

Search

Jessica Archive 

Registration	Activity Approval	<b>Section Authorisation 1</b>	Adventurous Journey	Award Authorisation	Unassigned Participants			
Physical Recreation	Skills 1	Voluntary Service	Gold Residential Project					
ID	First Name	Last Name	Level	Finished	Logs	Assessor approval	Note for Award Leader	Action
<a href="#">767354</a>	Jessica	Testing	BRONZE	26/08/2020	<a href="#">View</a>	<a href="#">View</a> 	<a href="#">View</a>	<a href="#">Approve</a> <a href="#">Revise</a> 

### Revise Item?

Note

Please add more detail into your logs to explain what you did each week.

Dismiss
Revise

Alternatively, if you are happy with the logs and Assessor's report you can approve the Award Section.

**Section Authorisation** Search  Jessica Archive

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Registration Activity Approval Section Authorisation 1 Adventurous Journey Award Authorisation Unassigned Participants

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Physical Recreation  Skills 1  Voluntary Service  Gold Residential Project

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ID	First Name	Last Name	Level	Finished	Logs	Assessor approval	Note for Award Leader	Action
<a href="#">767354</a>	Jessica	Testing	BRONZE	26/08/2020	<a href="#">View</a>	<a href="#">View</a>	✓	<span style="background-color: #0070C0; color: white; padding: 2px 8px; border-radius: 3px;">Approve</span> <span style="border: 1px solid #ccc; padding: 2px 8px; margin-left: 5px;">Revise</span>

5... per page

For further reading please refer to the [International Handbook for Award Leaders](#)

### Chapter 4 Getting Started

- 4.4 Completing a section activity
- 4.8 Reviewing activities
- 4.9 Recording completion of an activity