

The information below is also available on the school D of E website.

## Writing your expedition report

Part of your assessment for your expedition is your personal report and the basic requirements are the same for Gold, Silver or Bronze level - for Bronze aim for at least one side of A4 in length (obviously, more for Silver and even more for Gold!). Try to write this **as soon as possible** after the trip before you forget the details and lose your route card etc. Keep your route plans, the map and if possible any photographs taken; they all help to add interest and detail. Writing your report is an opportunity for personal reflection – to look back and focus on what you have achieved.

The following headings or key points will provide a framework for your report, which should be written as a **word document**:

- The **date** and organisational details: e.g. “we were taken by mini bus to Blackford on Friday 11<sup>th</sup> of September, leaving Dollar at 9.00 in the morning.”
- The **route** – describe where you went, with location names. Include the start, the finish, campsite details, etc and mention any landmarks / hills etc. Include drawings or copies of maps if possible with your own description of the places involved;
- The **group** – name names, comment on the personalities and the way the group worked together (or not);
- The **weather** and general conditions experienced on the trip;
- Points of **interest** – animals, flowers, rivers, mountains, ruins- anything you noticed on your trip.
- **Photos** – add *plenty* of these (but not full resolution, see below);
- For silver/gold: include at least one paragraph on your “**aim**”;
- **Map** – add a copy/photo of your route map (annotated) if possible;
- The **story** of the trip – main events, significant meals, blisters or problems. Include reflections on how you felt during the expedition;
- **Lessons** learned – did your equipment stand up to the test? Would you take different clothes or food? Would you like to do more expeditions?

Do try to be honest and express your views but remember that this will carry your name, be read by “others” and could be published or shared as an example of a participant’s experience.

Your report must be uploaded to your eDofE account as soon as possible after your expedition (the file size limit is 10MB, so you may have to resize photos, or save the document as a pdf). If you have any difficulties with uploading your report, just ask for help via the email link below. Late reports will delay you moving to the next level of the award; Gold reports are sent away to an external assessor so you cause hassle if you miss deadlines since reports have to be collated and forwarded.

**YOU MUST COMPLETE AN EXPEDITION REPORT TO  
COMPLETE THE EXPEDITION SECTION OF THE AWARD.**