

# Adventurous Journey – Group Assessor Report

## Award Leader How-To

The assessor report can be used by the Adventurous Journey assessor for a group of participants who completed the same journey. A group assessor report is only for one journey (i.e: the same assessor report cannot be used for both the Practice and Qualifying Journeys).

**Please read carefully.**

### **Award Leaders complete the following before the Journey:**

1. Create an Adventurous Journey event in your Award Unit on ORB\*.
2. Assign participants. Participants will see the event's detail in the Adventurous Journey section of their Award accounts.
  - a. Participants can only have one Qualifying Journey Event. If using the Group Assessment option, do not approve the set-up of Participant created journey events.
3. Download the fillable PDF assessor report to your computer and use the "save as" function to save it in a new location on your computer.
4. **Important:** Place the journey event id number in the top left corner of each page of the assessor report and save the changes. You can find the Adventurous Journey id number on the top left of the Journey Event's details tab in ORB.
5. Print the form for the assessor (if you are the assessor you can just fill in the PDF afterwards and keep the report electronic).

### **Award Leaders complete the following after the Journey:**

6. Have the assessor fill in the assessor report for the group after the group debrief.
7. **Important:** On ORB, review the assigned participants on the Journey Event's Participants' List and remove any participants who did not attend, or did not meet the Award standards, or did not show you their documents\*\*.
8. Upload the completed group assessor report to the 'Additional Files Tab.'
9. Send out the instructions to the participants.

\* See Chapter 2, section 'Adventurous Journey – Created by Award Leader' in the "Award Leader 'How To' For ORB 2.0" on how to create an Adventurous Journey Event in detail.

\*\*As a reminder, if this assessor report is for a Qualifying Journey, participants will need the following documentation to be completed before the Journey: map, menu, equipment list, and route plan. Although participants no longer need to upload those forms, they still must complete these documents and show their assessor.