

GUIDE

Assessment Platform

Assessor user guide



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First step

As an assessor, your first step is to familiarise yourself with the Assessment Platform. This is the environment in which you will indicate your availability for assessments and access candidate submissions.

Follow this guide on how to use the Assessment Platform.

NAVIGATION

English

Welcome Lucas Bishop

2

RICS D365 - SAT - Assessment Platform Assessor Home

Your Professionalism Module certification has expired. As an Assessor, you must complete the Professionalism Module every 3 years. If you have just completed the Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience. [Complete Professionalism Module](#)

Involvement induction for all professionals who support the work of RICS (All members who complete the induction can claim up to one hour CPD) [Take the Course](#)

Please keep your availability to sit on Assessment Panels up to date [Record Your Availability](#)

Assessment documents

- Associate Documents - 3 file(s)
- Associate pathway guides - 13 file(s)

Need Help?

3

Welcome Lucas Bishop

PROFILE

- View Profile
- Edit Profile
- View My Candidates
- View My Assessments
- View My Approvers Requests
- Log out

Navigating the Assessment Platform

The areas of the Assessment Platform can be accessed from the homepage or the navigation bar.

01 Profile, message and help

Click the dropdown arrow to edit your profile details. You can also switch your view (see 3 below). Click the envelope to view messages and notifications that have been sent from RICS. Click the question mark to access help and download this guide.

02 Navigation bar

Hover the cursor over the navigation bar and it will expand to show you all areas of the platform. Click the RICS logo to return to the homepage from any screen.

03 Switch view


If you act as an assessor and a counsellor, you can switch your view to access your candidates as a counsellor or your assessments as an assessor.


PROFILE


English


Welcome Lucas Bishop


RICS® D365 - SAT - Assessment Platform Profile


 1
Lucas Bishop


2  Phone Number
012345697

 Mobile
+44 1234679


 Email
LucasBishop@Rics.org


Academic Qualifications 

Professional Qualifications  4

Primary Employment 

Company Name	Job Title	Start Date	End Date
Vokes and Co	Surveyor	01/01/2018	
Address GB	Postcode B1 1AA	Phone 07712365489	

Employment History 

3  Location

123
Ashley Street
Birmingham
GB
B16 8GZ

7960312
Professional Number

Profile view

The profile view displays information about you.

01 Your profile photo, name and honours

02 Your contact details

03 Your personal address

04 The academic qualifications, professional qualifications and employment history you have recorded

Personal

Employment History

Academic Qualifications

Professional Qualifications

Personal Details

Profile Photo Upload

1

Please upload a current picture, then press the Save button at the bottom of the page to attach the photo to your profile.
Please upload a current, high quality, picture of yourself that is no more than 2MB.

First Name
Lucas

Last Name
Bishop

Honours

FRICS 2

Personal Address

To search for an address, just start typing in the Address Line 1 or Postcode fields.

Address Line 1

123 3

Address Line 2

Ashley Street

Phone Number
(Telephone numbers should start with a + sign, followed by the country code and national number)

012345697 4

Mobile

+44 1234679

Email

LucasBishop@Rics.org 5

Profile edit — personal

You can insert and edit the following personal details:

- 01 Profile photo
- 02 Honours
- 03 Personal address
- 04 Phone numbers
- 05 Email address

Any changes you make will automatically update the central RICS database. There is no need to contact RICS with these changes.

To amend your name, you will need to contact your local RICS office.

Employment History

Personal | **Employment History** | Academic Qualifications | Professional Qualifications

Employment Details

+ New ¹

Current Employer
Vokes and Co

Primary Employment ²

Job Title
Surveyor

Phone Number 0771 2365489 **Start Date** 01/01/2018 **EndDate** dd/mm/yyyy

Work Experience
Please enter your work experience

Cancel Save

Profile edit — employment history

You can add your employment history and edit your current employer details.

01 Click to add a new employment entry

02 Indicates your primary employment

Note: adding a new employment entry will automatically default it to your primary employment. You can change this by clicking the slider.

PROFILE

New Employment Entry

Country

 3

Postcode

Lookup

Company

Primary Employment

If you cannot find your company listed, [click here](#). Only enter experience related to your pathway. Your request will be reviewed by RICS staff within 5 working days so please check the RICS Assessment Platform after this time. You can continue to enter any other employment history.

Job Title

 4

Phone Number

 5

Start Date

 6

EndDate

Cancel

Save

Profile edit — employment history

You can find your employer on the RICS database.

03 Enter the country and then postcode or city as prompted. Click 'Look up' and select your company from the list.

Note: if your employment details are not listed, you will need to contact your local RICS office to update them.

04 Enter your job title

05 Enter your telephone number (if current employer)

06 Enter your start date and end date (if not current employer)

Personal Employment History **Academic Qualifications** Professional Qualifications

Academic Qualifications Details

[+ New](#)

NEW ACADEMIC QUALIFICATION ENTRY

New Academic Qualification

Institution

Course

Qualification

Start Date

Completion Date

[Cancel](#)

[Save](#)

Profile edit — academic qualifications

The academic qualifications we have recorded centrally will be displayed. To add a new academic qualification, click 'New'.

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.

PROFILE

The screenshot shows a navigation bar with four tabs: 'Personal', 'Employment History', 'Academic Qualifications', and 'Professional Qualifications'. The 'Professional Qualifications' tab is active and highlighted in purple. Below the navigation bar, the title 'Professional Qualifications' is centered. A green '+ New' button is positioned in the center of the main content area.

Profile edit — professional qualifications

The professional qualifications we have recorded centrally will be displayed. To add a new professional qualification, click 'New'.

NEW PROFESSIONAL QUALIFICATION ENTRY

New Professional Qualification Entry

Organisation/Establishment

Current Grade

Year Gained

Cancel

Save

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.

MESSAGES

Inbox



1 Total 13

2 Unread 13

06 July 2022 Mark as read

A Case Study is ready for review

3

4

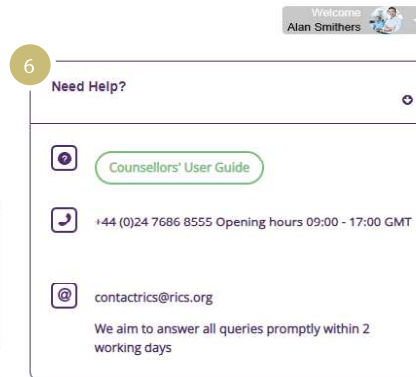
5

06 July 2022 Mark as read

Summaries of Experience are ready for review

05 July 2022 Mark as read

A Case Study is ready for review



6

Welcome Alan Smithers

Need Help?

Counsellors' User Guide

+44 (0)24 7686 8555 Opening hours 09:00 - 17:00 GMT

contactrics@rics.org

We aim to answer all queries promptly within 2 working days

Messages

We will contact you through the assessment platform with key messages about your candidates and assessments.

01 Total messages

The total number of messages you have received.

02 Unread messages

The total number of unread messages.

03 Title

The title of the message.

04 Mark as read

When you select a message, it will be marked as read.

05 Message content

Use the dropdown arrow to open and close a message's contents.

06 Help

Access the contact details for your local RICS office and the platform user guide.

ASSESSOR

1 International Experience

Please indicate if you have any experience outside of your country of residence. This needs to be within the last 3 years, and you must be comfortable to assess candidates with experience from this country. *Note: candidates will be assessed fully on laws and practice of the country they are being assessed in.*

Click below to add countries

Please Select

Save and Continue

2 Pathways

Please indicate the pathway(s) you are able to assess candidates for. *Once you have indicated a pathway(s) the assessment dates for your location will be displayed at the bottom of the page.*

Click below to add pathways

Building Surveying (Associate)

Save and Continue

3 Specialisms

Please indicate the specialisms you are able to assess candidates for. These will not apply to all pathways; as an example, the building surveying pathway does not have specialisms.

Click below to add specialisms

Please Select

Save and Continue

4 Assessment centre dates

When you have entered the pathway(s) above, the assessment dates will be displayed below.

Note: All dates for your RICS region will be displayed; however, you only need to consider the locations in your country or within reasonable proximity to your home/work location.

When you have selected the dates for your chosen location(s), click Confirm Selected Dates. RICS will be in touch with you to confirm the allocation of assessments.

Limit my commitment

I would like to limit the number of days that I am available to assess as part of the final assessment interviews.

Maximum days: from to

For the purposes of assessing written submissions (either Associate or Prelim Reviews) I would like to limit the maximum amount of submissions to:

Assessor availability

Access the assessor availability area from the homepage or navigation bar.

01 International experience

Enter any experience you have outside your country of residence.

02 Pathways

Enter the pathways you can assess for.

03 Specialist areas

if your selected pathway or your RICS region requires specialist areas for assessment, you will be able to enter them here.

04 Assessment centre dates

Dates will appear when you have completed the above. Indicate your availability for each date and click 'Confirm Selected Dates'.

UK_APC w/c 26th August	
26 August 2022	<input checked="" type="checkbox"/>
27 August 2022	<input type="checkbox"/>
28 August 2022	<input checked="" type="checkbox"/>
29 August 2022	<input type="checkbox"/>

Note: dates will only appear when you have selected at least one pathway.

ASSESSOR

ASSESSMENT PANEL (UK _ APC W/C 26TH JUNE, UNITED KINGDOM)

13 June 2022

Assessors (3)

- Remy LeBeau (7960311)**
Chairperson
Email: RemyLeBeau@RICS.ORG
Telephone: +33 4567887659
- Lucas Bishop (7960312)**
Assessor
Email: LucasBishop@Rics.org
Telephone:
- Ororo Munroe (7960310)**
Assessor
Email: OroroMunroe@Rics.org
Telephone:

Candidates (1)

- Emma Frost (7960398)**
Vokes and Co
Assessment Type - Senior Professional Assessment - July 2017
Candidate Final Assessment - at 10:30

Show Assessment Details

Download Final Submission

Referred Passed

Assessment report form

Browse Browse for file

Clear Save

Assessment panel

You can access details about each assessment panel as soon as the panel has been arranged (at least five weeks before the assessment date).

01 Assessors

Information on your co-assessors, including name, role on panel, employer and contact details.

02 Candidates

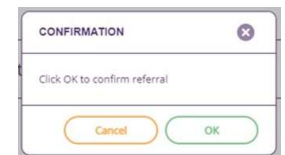
Information on your candidates, including name and interview time.

03 Assessment controls

Access each candidate's submission. Click on 'Show assessment controls'. Click 'Download Final Submission' to view the candidate's submission as a PDF. On completion of the assessment, the result can be entered.

04 Result

The chairperson can click the result outcome: Passed or Referred. A prompt will appear to confirm the result.



05 If the candidate is referred, the chairperson can upload the referral report. Click the folder icon to browse for the file. Your local RICS assessment staff will receive an alert and complete the process to inform the candidate of the result.

Note: You can access assessment panel details, results and referral reports for eight weeks after the assessment date.

Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

Americas, Europe, Middle East & Africa
aemea@rics.org

Asia Pacific
apac@rics.org

United Kingdom & Ireland
contactrics@rics.org