Assessment Platform

Candidate user guide

RICS

First step

As a new candidate, your first step is to familiarise yourself with the Assessment Platform. This is the environment in which you will keep all your training and experience records, CPD activity, selected competencies and diary entries.

This is also the place where your counsellor will sign off your competencies and support you through each stage of your assessment.

Follow this guide on how to use the Assessment Platform.

CONTENTS

The candidate home allows you to see your progress at a quick glance and reach the key areas of your journey so far.

To navigate back to the candidate homepage at any point, you can click on the RICS logo at the top of the screen.

You must complete the progress tracker in conjunction with the criteria for the route you are following, which are set out in the candidate guide.

01 Profile, message and help
Click the dropdown arrow to edit your profile. Click the envelope to view messages from your counsellor or RICS; a red circle indicates the number of unread messages. Click the question mark to access help.

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

03 Candidate details
Your name, company, job title and pathway will show here.

04 Counsellor details
The name and contact details of your selected counsellor.

05 Progress overview
Displays the status of the key activities you need to complete to meet the minimum requirements for your assessment. The blocks also provide shortcut links to these areas of the platform.

CANDIDATE HOME
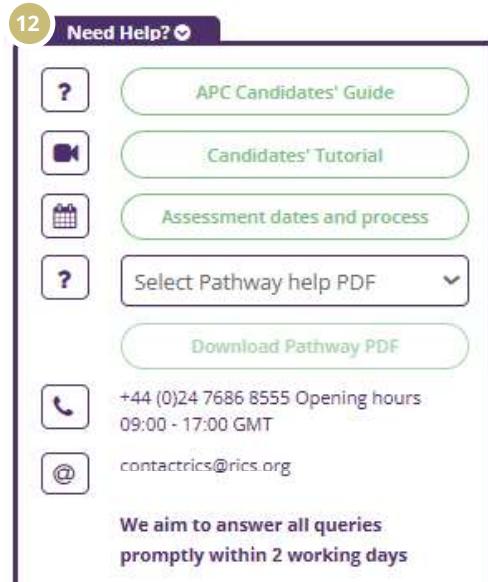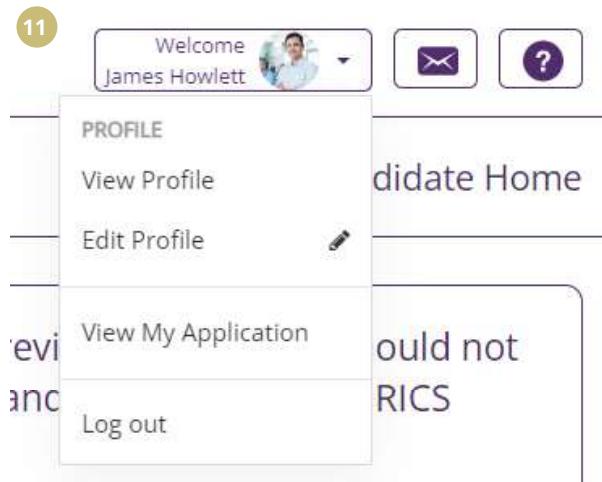
06 Competencies
A shortcut to access your competency information.

07 Messages
A shortcut to access your messages.

08. Help
Access details of your local RICS office.

09 Preview Assessment Document
You can view a draft copy of your assessment documentation at any point.

10 Legacy Data
If you had recorded your summary of experience on the previous platform (ARC), you can view any of that data here.

11 Profile
Click the dropdown arrow to edit your profile.
You will be able to edit your profile photo, personal details, employment history, academic qualifications and professional qualifications. This also populates your details in our database, so there is no need to ring up separately.

12 Help
Access your local RICS office contact details, the pathway guide, RICS requirements, competencies guide and RICS candidate guide.

1

James Howlett

| Phone Number 0789749604 | Mobile +49 1234658796 | Email JamesHowlett@rics.org |

2

Quantity Surveying & Construction
Pathway
Expected Final Date: 31/05/2022

3

Location

test
testing
test
Testers
GB
t1 1aa

4

Academic Qualifications

Course QS and Construction	Start Date 01/01/2017	Completion Date 01/07/2019
Institution Coventry University	Qualification Degree	
Certificate *** not implemented ***		

7960309
Professional Number

7960307
Counsellor Number

No
Previously Referred

APC Structured Training 24

5

Professional Qualifications

Primary Employment

| Company Name Derek Test AC 1 | Job Title Surveyor | Start Date 01/01/2020 | End Date |

View profile

The profile view displays information about you.

01 Your profile photo, name, honours and contact details

02 Your contact details

03 Your address

04 The academic qualifications you provided when you completed your enrolment. This will form part of your final assessment submission.

05 The professional qualifications you provided when you completed your enrolment (if required). This will form part of your final assessment submission.

PROFILE

6

Primary Employment ⓘ

Company Name	Job Title	Start Date	End Date
Derek Test AC 1	Surveyor	01/01/2020	
Address	Postcode	Phone	
GB	CV4 8JE		

7

Employment History ⓘ

Company	Job Title	Start Date	EndDate
Lucie Atterbury consulting	Surveyor	01/03/2017	01/12/2017
Address	Postcode	Phone Number	
GB	WV1 1AA		
Company	Job Title	Start Date	EndDate
Vokes and Co	Surveyor	01/01/2018	27/11/2018
Address	Postcode	Phone Number	
GB	B1 1AA		
Company	Job Title	Start Date	EndDate
Alan Smithers Limited	Surveyor	01/12/2018	30/06/2019
Address	Postcode	Phone Number	
Coventry	CV1 1AA		
GB			

8

🛡 APC Structured Training 24

06 Your primary employment. This is your current employer and will form part of your final assessment submission.

07 Your employment history. This will form part of your final assessment submission.

08 Your assessment type, also known as your route.

Edit profile — personal

You can insert and edit the following personal details:

01 Profile photo
Note: your profile photo will be used on your submission documentation, which will be shared with the assessors at your final assessment interview. Make sure that it is a professional passport-sized photo, which has been taken within six months prior to applying for final assessment.

02 Honours

03 Personal address

04 Phone numbers

05 Email address

06 You can inform RICS of the date you expect to submit for assessment

07 Nominate a new counsellor or change your existing one

08 Change your pathway
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, as proof will be required.

Personal | Employment History | Academic Qualifications | Professional Qualifications

Employment Details

All candidates must show their full employment history relevant to their pathway and surveying profession.
Minimum years required per route:

APC 12 Structured Training: You need to provide the history of your relevant employment with a minimum of 5 years of experience at the point of submission for final assessment.

1 + New

Current Employer

Vokes and Co

Primary Employment
2

Job Title

3 Surveyor

Phone Number	Start Date	EndDate
Please enter...	01/05/2020	dd/mm/yyyy

Work Experience

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna se

Edit profile — 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.

03 Include a brief description of your job role.
The details will form part of your final assessment submission.

NEW EMPLOYMENT ENTRY

New Employment Entry

Country

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

Please enter...

Phone Number

Please enter...

Start Date

dd/mm/yyyy

EndDate

dd/mm/yyyy

Cancel

Save

Edit profile — employment history

You can find your employer on the RICS database.

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

02 Indicates your primary employment. This is your current employer and will form part of your final assessment submission.

03 If you are unable to locate your employer, you will be able to confirm the details, which will go to RICS to update.

04 Enter your job title and your telephone number (if current employer).

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

PROFILE

Edit profile — professional qualifications

The academic qualifications you entered when you completed your enrolment 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.
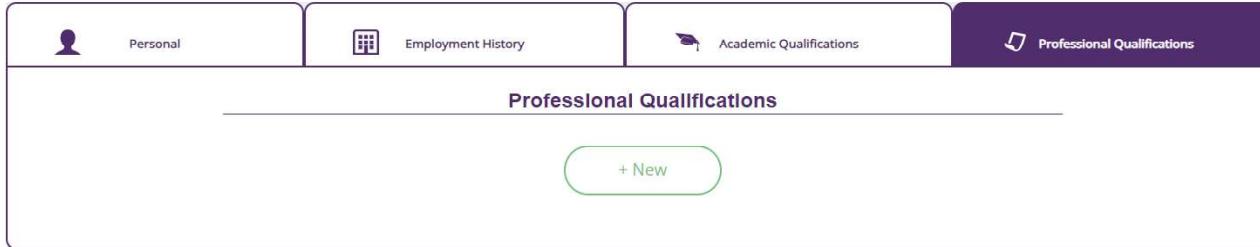
Edit profile — professional qualifications

The professional qualifications you entered when you completed your enrolment will be displayed (if required). To add a new professional qualification, click 'New'.

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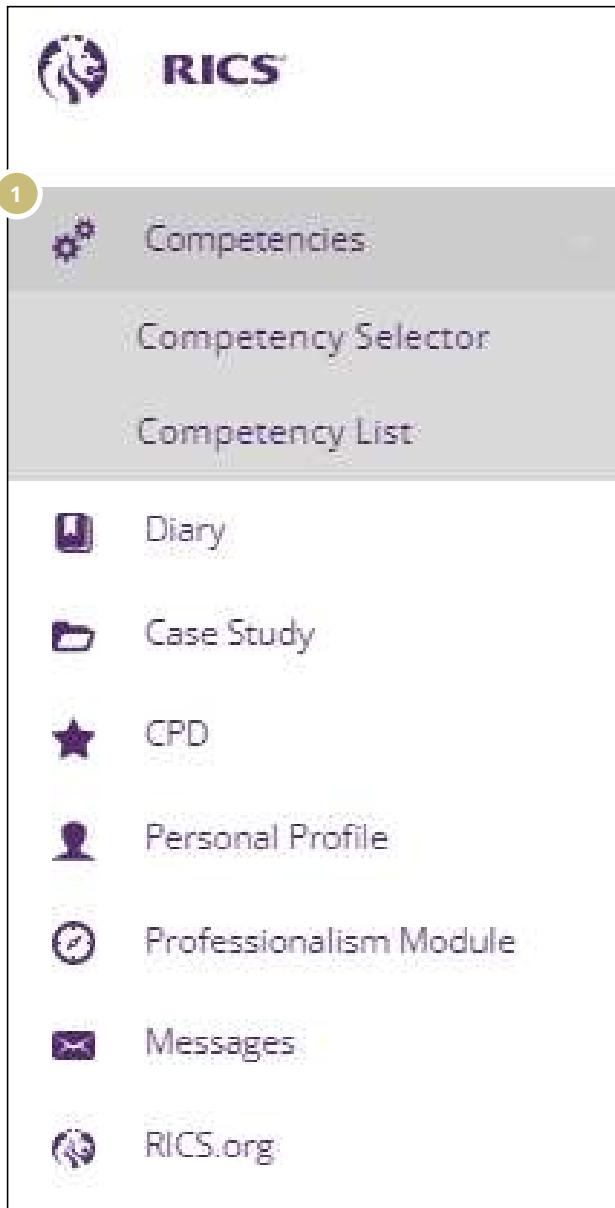
Selecting your competencies

01 Hover the cursor over the navigation bar and it will expand. Click on 'Competencies'. Click on 'Competency Selector'.

You must ensure your first action on the platform is to select your required competencies. Refer to your pathway guide for an overview of your competency requirements. You will be unable to proceed with your assessment in the platform until this is completed.
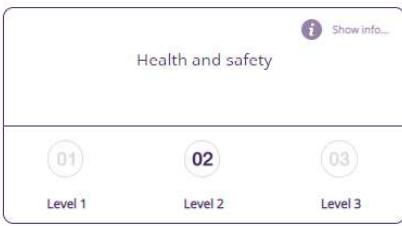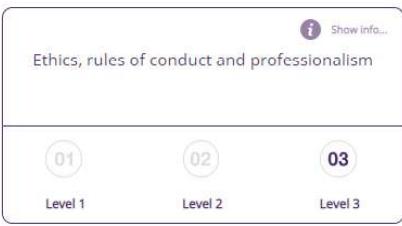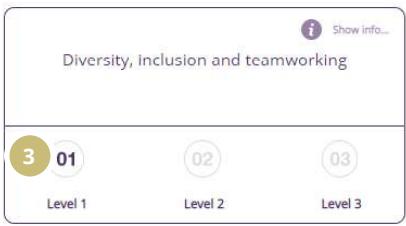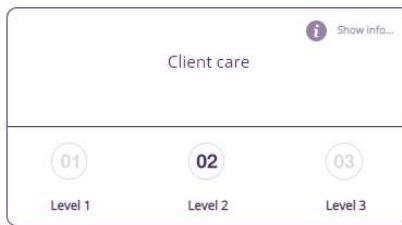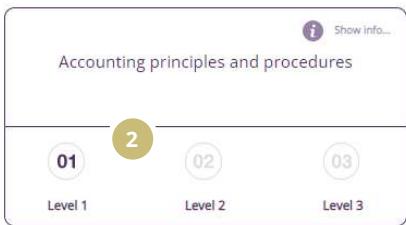
Mandatory competencies

01 Menu bar
Indicates the competency type you are currently reviewing.

02 Competency requirements
States the number and level of competencies you must demonstrate.

03 Individual competency
Each competency is displayed in a box with the selected level highlighted in purple.

04 Competency detail
Click 'Show info' to read the full details of each competency.

05 Save and Continue
Click to progress to the core competency selections.

COMPETENCY

Core competencies

01 Competency list
Displays the competencies available to select. Click on a competency to read an overview of the levels.

02 Competency overview
Displays the competency description for each level of the highlighted competency.

03 Competency level
Click on the level you wish to be assessed at. You can only select the level(s) highlighted in purple.

04 Your competency selection
Competency levels you have selected are displayed here. Click the 'x' symbol to remove a competency from your selection.

05 Competency detail
Click 'Show info' to read the full details of the competency at each level.

06 Save and Continue
Click to progress to the next stage.

Note: You will progress to the optional competency selections or the final review page. This is dictated by your pathway criteria.

Optional and optional plus competencies

01 Competency list
Displays the optional competencies available to select. Click on a competency to read an overview of the levels.

02 Optional plus competencies
Some pathways require a competency from the full list of technical competencies, including any not already chosen from the core and optional lists. This will only show if it applies to your pathway.

COMPETENCY

Hide info...

Conflict avoidance, management and dispute resolution procedures

Summary and Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	2 Level 3

1 monstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your pathway.

Examples of knowledge comprised within this level are:
- Techniques for conflict avoidance, management and resolution, in particular by the appropriate selection of procurement routes and use of processes such as partnering
- How various forms of contract deal with dispute avoidance and their provisions for resolving disputes
- Legal and statutory requirements for the resolution of disputes in construction contracts
- Conflict management and dispute resolution procedures within the construction process including negotiation, mediation and conciliation, adjudication, arbitration, independent expert determination and litigation.

Competency detail

You can read the full details of each competency by clicking 'Show info' in the top-right corner of the competency box. Core competencies will display examples of the types of work experience required to demonstrate the competency at each level.

01 Read the description at each level before confirming your selection.

02 Click the level to read the competency description at each level.

03 Click 'Hide info' to return to the competency selector page.

Competency review

The review page displays all the competencies you have selected. Review them before you confirm your selection.

01 The mandatory competencies are listed.

02 Your technical competencies will be listed with an edit button to use if you wish to edit them.

Note: you can change your competencies at any time before you submit for final assessment, but the edit button will remove all competencies from your selection. This is to ensure the validation for the competency selection matches the requirements as stated in the pathway guide.

Diary

The diary is for Technical competencies only.

You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience.

Diary days are valid for a five-year period prior to submitting for assessment.

- APC12, structured training over 12 months, you are required to meet a minimum of 200 days logged.

You have recorded a total of **445.0** eligible days in your diary. You also have 260.0 days assigned to competencies that are no longer selected.

1 + New

01 July 2025

Bulk ... ad Level 1 Commercial Management **2**

Competency applied to:	Level:	Days spent:
Commercial management	1	8.0

3 Remove

4 Edit

5 ⦿ Filter Notes

Month
All

Year
All

Competency
All

Level
All

Status
All

Reset   Filter

Diary — preview

This section is only for those candidates who are following APC structured training.
The diary allows you to record your activities during your structured training. It serves two purposes:
• To provide a reminder of your experience for each competency and level when preparing your summary of experience.
• To provide a count of the number of days recorded for each competency and level. The count appears on your submission for assessors.

01 New
Click to add a new diary entry.

02 Diary entry
Each diary entry will be displayed, showing you the date you entered it, the title, the commentary you have added and the competency the entry relates to.

03 Remove
Click to delete any of the details you have added.

04 Edit
Click to amend any of the details you have added.

05 Filter
Use the filter function to display your diary entries by month, year, competency and level. This function may be useful when you are reviewing your work with your line manager/supervisor and counsellor.

All your diary entries will be accessible from the relevant summary of experience page for each competency and level. This will allow you to review your entries when preparing your evidence for each competency.

New Diary Entry

Competency

Please select ▼ ①

Level

Please select ▼

Days

0.0 ② ⊕ ⊖

Start Date

30/08/2022

Title

Please enter... ③

Reset ④

Back to Diary   Add ⑤

Diary — new entry

This section is only for those candidates who are following APC structured training.

You should create a diary entry for each competency and level. As you develop your experience for each competency and level, you can update the relevant entry by adding to the commentary and increasing the number of days recorded.

01 Competency and level

Select the competency and level the entry relates to.

02 Days and start date

Enter the date you started developing this competency. Increase or decrease the number of days you have committed to this competency.

03 Title

Enter a title for the diary entry. The title should identify what activity you performed.

04 Reset

Click to clear the content of the diary entry.

05 Add

Click to add the entry to your diary.

MESSAGES

Inbox

① Total
13

② Unread
13

12 September 2022	Mark as read ④
③ **Final Assessment Submitted**	⑤ ›

12 September 2022	Mark as read
Your proposer has approved the sign-off on your application	›

12 September 2022	Mark as read

⑥ Need Help?
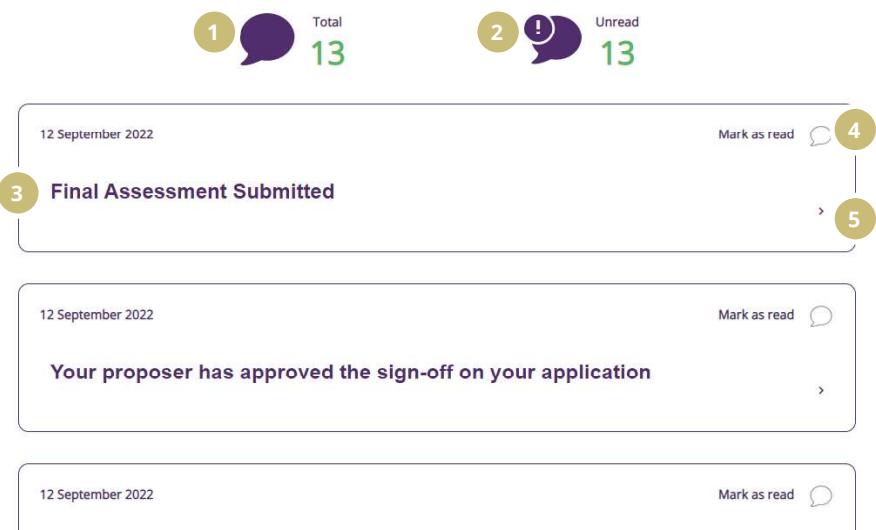
Messages

We will contact you through the platform with key messages as you progress with your assessment.

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 the message's content.

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

I confirm that my summary of experience matches my currently selected competencies and levels.

If your competency selections not correct, you may reselect your competencies. (Reselect Competencies)

If you need help with choosing your competencies, please refer to the pathway guide. (Pathway Guide)

Please review the Requirements and Competencies Guide for the full listing of RICS competencies, this will help if your pathway requires you to select optional plus competencies. (Requirements and Competencies Guide)

You are required to write a maximum of 1500 words in total for your **mandatory** competencies and a maximum of 4000 for your technical competencies. If you exceed these word counts your submission will be declined.

Word count of mandatory competencies	Word count of technical competencies
1456	3985

- For your summary of experience, RICS will calculate the word count using Microsoft Word.
- Only the content you add under the column titled **Summary of Experience** will be included in the word count. This will include any reference to a source or citation.
- The word count **does not include**: titles, names of competencies and levels as they appear in the first two columns of the template.

Your document needs to be uploaded as a PDF file.

(Browse) **2** wse for file

(Clear)   (Save)

Summary of Experience

SummariesOfExperience.pdf   (Download)

(Request Review) **3**

Summary of Experience **1**

This is the Summary of Experience template available for you to download. This will form part of your final assessment submission. You should record a brief statement about each of your mandatory and technical competencies at each level that you have selected.

(Download Template)

Summary of experience

To begin completing your summary of experience, click on 'Summary of Experience' in the navigation bar.

01 Summaries of Experience template
Your summaries of experience must be prepared using the template. Download it here.

02 Browse, Save or Clear
Click 'Browse' to select the document to upload.
Click 'Save' to upload it.
Click 'Clear' to restart.

Note: you cannot remove uploaded documents from the platform. You can upload new versions of your documents. The system will always include the most recent when you are ready to finalise your full submission.

When you select 'Save', a banner will appear at the top of your webpage confirming that the save is in progress. When completed, this banner will change to 'File Uploaded'.
The maximum file size you can upload for your case study is 20MB.

03 Request review
Submit your summaries of experience for review by your counsellor. You will receive a message when your counsellor has completed the review.

Note: the option to request review will only appear after your case study file has been uploaded to the platform.

Case Study

You are required to write a maximum of 3000 words on a project you have undertaken work on in the last 24 months. If you exceed these requirements your submission will be declined.

Your Case Study MUST demonstrate a minimum of two technical competencies from your chosen pathway. You may cover more than the minimum and must include these in your case study Appendix A.

Please select your two competencies that will fulfil the requirement.

Competencies

Please Select

Word count of case study	Date of case study
2976	04/02/2025

- For your case study, RICS will calculate the word count using Microsoft Word.
- The word count **does include**: any content you add from the introduction to the conclusion, including heading and sub-headings.
- The word count **does not include**: project name, date of project, confidentiality statement, table of contents, table of competencies demonstrated and any appendices.
- Appendices should be used only for relevant content that supports your case study e.g. photographs, plans, charts and tables. Where used, these should be appropriately referenced in your case study.
- Remember, if you include charts or tables in the main body of the case study, this will be included in the word count. To maximise the word count, include charts and tables in the appendices.
- Appendices should not be used to add further commentary about your experience.

Your document needs to be uploaded as a PDF file.

(2) Browse — browse for file

Clear   Save

Case Study

This is the Case Study template available for you to download. This will form part of your final assessment submission. This must be based on a project(s) undertaken up to two years before your assessment. Please refer to the template for further instructions.

(1) Download Template

Case Study

CaseStudy.pdf   Download

Request Review **(3)**

Case study

Access the case study area from the navigation bar or the candidate homepage.

01 Case study template
To allow for images, tables and appendices, your case study must be prepared using the template. Download it here.

02 Browse, Save or Clear
Click 'Browse' to select the case study to upload.
Click 'Save' to upload it.
Click 'Clear' to restart.

Note: you cannot remove uploaded documents from the platform. You can upload new versions of your documents. The system will always include the most recent when you are ready to finalise your full submission.

When you select 'Save', a banner will appear at the top of your webpage confirming that the save is in progress. When completed, this banner will change to 'File Uploaded'.
The maximum file size you can upload for your case study is 20MB.

03 Request review
Submit your case study for review by your counsellor. You will receive a message when your counsellor has completed the review.

Note: the option to request review will only appear after your case study file has been uploaded to the platform.

CPD

Access the CPD area from the navigation bar or the candidate homepage. Click 'New' to add a CPD activity.

01 CPD policy
The minimum CPD hours requirement and time period for your assessment will be stated here.
* a minimum of 50% of your CPD must be formal CPD.

02 New
Select 'New' to enter your CPD details and learning outcomes.

03 Details
When you have entered your CPD, you can select 'Details' to review your entry.

04 Edit and delete
You can amend your CPD entry any time prior to applying for assessment. You can also delete this entry if it is no longer required.

CPD

01 Description
Enter a brief summary of the activity.

02 Activity status
You can enter planned activities for the future or completed activities from the past.

03 Start date
Enter the date the activity is planned for or was completed.

04 Hours and minutes
Enter the amount of time you are allocating to the activity.

05 Activity type
Select how you gained the CPD. Select whether the method is formal or informal learning. Remember, at least 50% of your required CPD must be formal.

06 Learning outcome
Enter a brief summary of what the outcome of your CPD is.

07 Save
Click to save the activity to your record.

PROFESSIONALISM MODULE

Access the professionalism module from the navigation bar or the candidate homepage. This will transfer you to the RICS Online Academy.

Follow the instructions on the page to complete the professionalism module and download your completion certificate.

Note: Your certificate must be dated within 12 months before you apply for final assessment.

Preview assessment document

You will be able to preview what your submission documentation looks like at any time by selecting 'Preview Assessment Document' on the platform homepage.

The submission will include all elements of your assessment that you have included on the platform to date.

This is a draft of your assessment documentation and will not be used for assessment.

FINAL ASSESSMENT

1 Your application for election must be supported by three Chartered Surveyors (MRICS or FRICS). No more than two can be from your employer. Enter their RICS contact number or email address to select them as your proposer/seconder.
- You can locate their RICS contact number using the member directory.
- The email address you enter must be registered with RICS in order to select them.

When you click 'Confirm', the individual will be sent an email to allow them to approve their support for your application. We recommend you personally contact the individual in advance to avoid any delay to your application.

You must submit for final assessment within 3 months of your proposer & seconders signing your appliction. If you do not submit within this time, then you will need to use the section below to ask your proposer & seconders to re-sign the appliction.

Look up proposer		Look up seconder (1)		Look up seconder (2)	
7960311	**2** Lookup	7960312	Lookup	7960307	Lookup
Contact	Remy LeDeau	Contact	Lucas Dishop	Contact	Erik Lehnsherr
Contact number	7960311	Contact number	7960312	Contact number	7960307
Member Grade	Professional member (MRICS)	Member Grade	Professional member (FRICS)	Member Grade	Professional member (MRICS)
3 Confirm	Discard	Confirm	Discard	Confirm	Discard

Proposer and Seconders

When your progress tracker appears completed and all elements have turned green, you will then be able to move on to the next step. If applicable to you, the next task will be to complete the Proposer and Seconder options. If this is not visible to you, the next step is to complete the declaration.

01 Proposer and seconders
The requirements for your proposer and seconders are confirmed in the platform.

02 Look up
You can enter the RICS contact number or relevant email address to search for your proposer and seconder.

03 Confirm or Discard
Check you have identified the correct member, and either: 'Confirm' your selection - this will send the member an automated message with instructions, or 'Discard' your selection and search for another member.

Note: to avoid any delay to your application, we recommend you contact your proposers and seconders in advance to inform them to expect an email.

(1) e answer the following questions:

○ Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction? **(2)** [Yes | No]

○ Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? [Yes | No]

○ Are you an undischarged bankrupt? [Yes | No]

○ Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)? [Yes | No]

If your answer to any of the questions above is yes, you must provide full details of the relevant matter to declarations@rics.org. **Your application will not progress further until RICS Regulation have been able to consider the information you have provided; this information will be treated confidentially.**

The contents of my submission are my own words and accurately reflect my own work, experience, and learning.

I have not copied or plagiarised the work of others. Where I have used the work of others, I have clearly referenced that fact, including the source of the material, within my submission. I confirm that Artificial Intelligence - AI has not been used in the creation of any aspect of the content of my submission, aside from its application for grammatical correction, word count or translation. I understand that plagiarism and AI usage outside of the above may result in disciplinary action by RICS.

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

(3) [Submit] [Cancel]

Declaration

All candidates must agree to the professional declaration.

01 Declaration
You must agree to the professional declaration at this stage to confirm that you are still eligible to join RICS.

02 Questions
You must select 'yes' or 'no' to all four questions.

If you answer 'yes' to any of the questions, you will not be able to proceed with your assessment.

Please contact RICS Regulation with details as to why you have entered 'yes', and a member of staff will then contact you with further instructions.

03 Submit
Once all actions are green, an automated message is sent to your counsellor so they can approve you for final assessment and allow you to continue your application. This enables the final assessment banner so you can proceed.

Assessment Application in progress

You have actions outstanding in order to complete your submission. The assessment window closes at 1600 on Tuesday, 19 August 2025

Continue

👤	Photo	Completed	⭐	CPD	Completed
⚙️	Competencies Selected	Completed	⊘	Professionalism Module (Expires: 02/01/2026)	Completed
⚙️	Summary of Experience	Completed	📁	Case Study	Completed
📓	Diary	Completed	👥	Counsellor Selected	Completed
👥	Approved by Counsellor	Completed	📑	Employment History	Completed
✓	Declaration	Completed			

If you have just completed the Professionalism 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.

Assessment Submission Window

You have met the requirements to apply for your final assessment.
The next application period is **01 September 2022** to **30 September 2022** for assessment or review in **October**.
You will be able to apply directly from here once the application dates open.

Final assessment – application

From this stage, all actions for you will appear in the middle of the homepage in the assessment banner.

01 Assessment banner
If the next assessment submission window is open, you will be able to apply. Click 'Continue'.

02 Progress overview
All elements in your homepage progress overview will show green when you have completed your submission. You are now ready to proceed to the final assessment stage.

03 Assessment submission window
If the next assessment submission window is not open, the assessment banner will inform you when it will be available.

Final assessment – selection

The selection page allows you to provide the additional information we need to schedule your assessment.

01 Location
Select your preferred locations. Click 'Save'.

02 International experience
Identify whether your case study includes experience from a country different to your assessment location. Click 'Save' if you have completed this box.

03 Special considerations
Notify RICS of any circumstances that may affect your performance at the assessment. Click 'Save' if you have completed this box. RICS will contact you to determine what reasonable adjustments are required.

Final assessment – submission

The final stage of the application is to check your submission document.

01 Download submission
The platform will create a PDF document with all your submission information. Check the document to ensure your submission is accurate. To amend any information, go back to that area of the platform.

02 Accept final assessment
Click the slider to confirm you are ready to submit for assessment.

03 Assessment banner
Your homepage assessment banner will change to confirm you have completed submission. Your result will show shortly after the assessment.

Final Assessment

Many Congratulations, you have been successful in your assessment; you are now qualified as an RICS professional. An award pack, which contains your diploma and details of your next steps, will be posted to you shortly. Once again, many congratulations and good wishes for success in your career.

Final Assessment

Unfortunately you have been unsuccessful in your assessment. To support you coming forward again you will receive a feedback report shortly. Further details on the next steps will be sent to you. We are not able to provide details of this until your report has been prepared. We would appreciate your patience during this time. If you wish to appeal following receipt of your feedback report, you will have 21 days to lodge this with RICS. The form to enable you to do so is on our website: www.rics.org/assessmentappeals.

Step 1 – download your final assessment report. Please ensure you download your report and save this to your own computer.

Download your feedback report

Step 2 – once you are happy to proceed you may reset your application in order to address the issues noted in your report. Once reset you will be able to access and add/amend your work.

Reset your application

Final assessment – result

When you have completed your final assessment, you will be notified of your assessment result via the platform.

01 Pass
Confirmation that you have passed your assessment will appear in the platform

02 Feedback report
If you have been referred at final assessment, you will be able to download your feedback report, when available, via the platform.

03 Reset your application
Click to reset your application. You will then be able to begin working towards your reassessment.

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.

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