

# Key Information for candidates

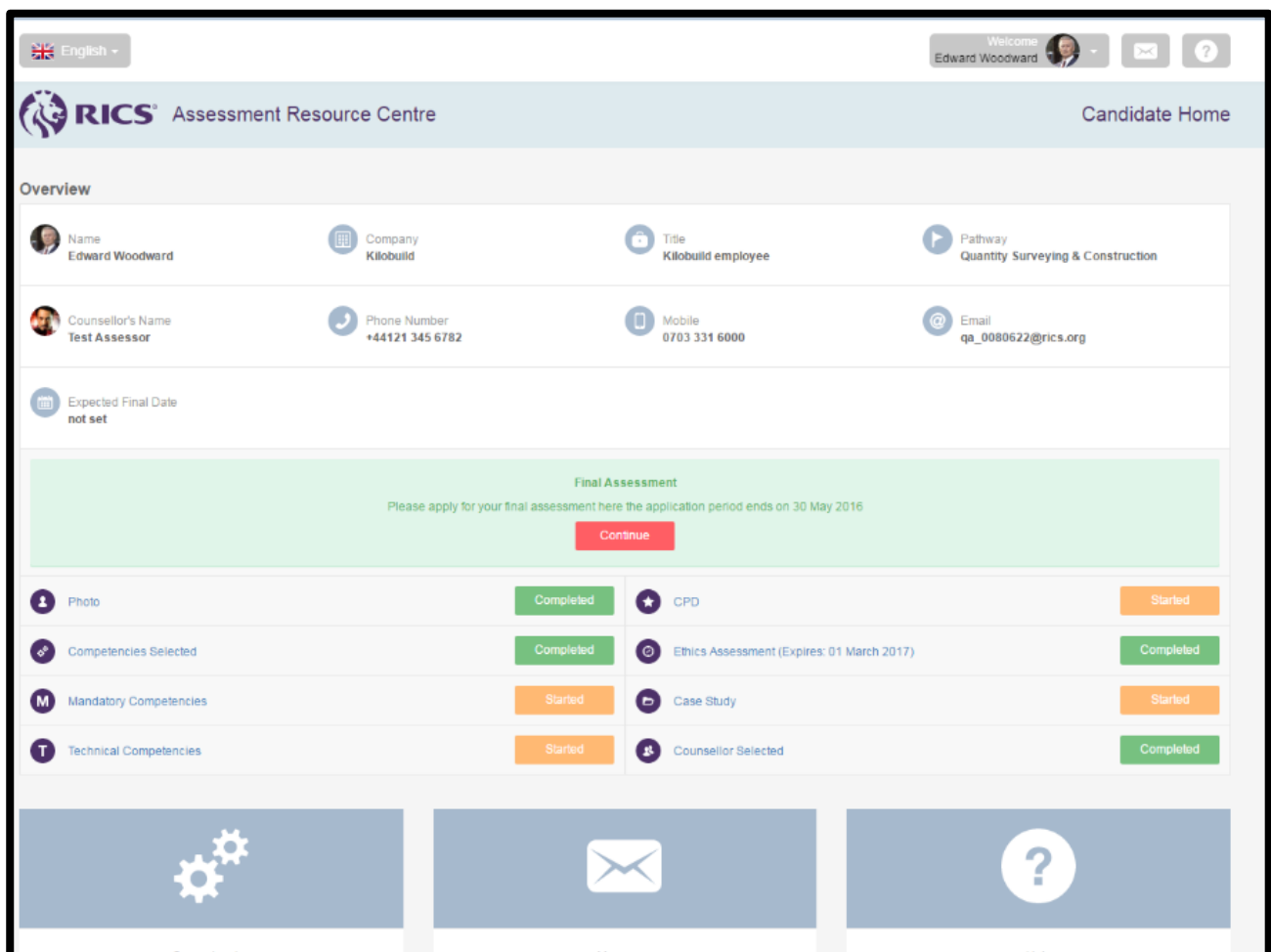
## Using existing templates - Final assessment guidance

Now that you have been given access to the Assessment Resource Centre (ARC) you will be able to apply for final assessment and upload your submission document.

1. Use the link provided to access the ARC – <https://arc.rics.org>
2. Use your RICS website account login details to gain access. If you do not have an RICS website account set up already, you will need to do this first.
3. Once in the ARC, there are 4 actions you need to take.

### 3.1. Select your competencies

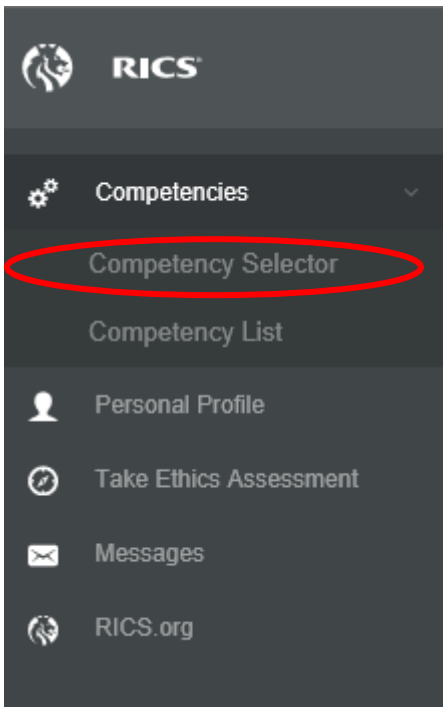
When you first log in the candidate homepage will look like this.



The screenshot shows the RICS Assessment Resource Centre Candidate Home page. At the top, there is a language selector set to 'English' and a user profile for Edward Woodward. The main header includes the RICS logo, 'Assessment Resource Centre', and 'Candidate Home'. Below this is an 'Overview' section with a grid of user details: Name (Edward Woodward), Company (Kilobuild), Title (Kilobuild employee), Pathway (Quantity Surveying & Construction), Counsellor's Name (Test Assessor), Phone Number (+44121 345 6782), Mobile (0703 331 6000), and Email (qa\_0080622@rics.org). An 'Expected Final Date' is listed as 'not set'. A green banner for 'Final Assessment' states: 'Please apply for your final assessment here the application period ends on 30 May 2016' with a 'Continue' button. Below this is a progress table:

Photo	Completed	CPD	Started
Competencies Selected	Completed	Ethics Assessment (Expires: 01 March 2017)	Completed
Mandatory Competencies	Started	Case Study	Started
Technical Competencies	Started	Counsellor Selected	Completed

At the bottom, there are three navigation buttons: 'Competencies' (gears icon), 'Messages' (envelope icon), and 'Help' (question mark icon).



Hover your cursor on the navigation bar and it will expand – this is the black strip on the left-hand side of the screen. Click on 'Competencies' and then click on 'Competency selector'.

You can navigate the mandatory competencies as indicated below. You cannot edit the mandatory competencies or levels that are selected. Click 'Submit' to progress to the core competencies selector.

### Mandatory competencies

 A screenshot of the 'Competency Selector' interface. At the top, there are four tabs: 'Mandatory', 'Core', 'Optional', and 'Review'. The 'Mandatory' tab is active. Below the tabs, there is a section titled 'Mandatory Competencies' with a sub-header 'All candidates must achieve the defined level of mandatory competencies'. Below this, there is a grid of competency boxes. Each box contains a competency name and three level selection buttons (Level 1, Level 2, Level 3). The 'Communication and regulation' box has its Level 2 button highlighted in purple. A vertical menu bar on the left side of the screen is also visible.
 

01. Menu bar  
Indicates the competency type you are currently reviewing.
02. Competency requirements  
States the number and level of competencies you must select.
03. Individual competency  
Each competency is displayed in a box with the selected level highlighted in purple.
04. Competency detail  
Click the 'i' symbol to read full details on each competency.
05. Submit  
Click to progress to the core competency selections.

Navigate and select the core competencies and levels as indicated below. Click 'Submit' to progress to the optional competencies selector.

### Core competencies

01. Competency requirements  
States the number and level of competencies you must select.
02. Competency list  
Displays the competencies available to select. Click on a competency to read an overview of the levels.
03. Competency overview  
Displays the competency description for each level of the highlighted competency.
04. Competency level  
Click on the level you wish to be assessed at. You can only select the level(s) highlighted in purple.
05. Your competency selection  
Competency levels you have selected are displayed here.
06. Competency detail  
Click the I symbol to read full details of the competency at each level.
07. Remove competency  
Click the x symbol to remove a competency from your selection.
08. Clear all  
Use this if you want to remove all competencies from your selection.
09. Submit  
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.

Repeat the exercise to add in your optional competencies and follow the instructions on the screen. When you have selected all your competencies and levels you will progress to the competency review page.

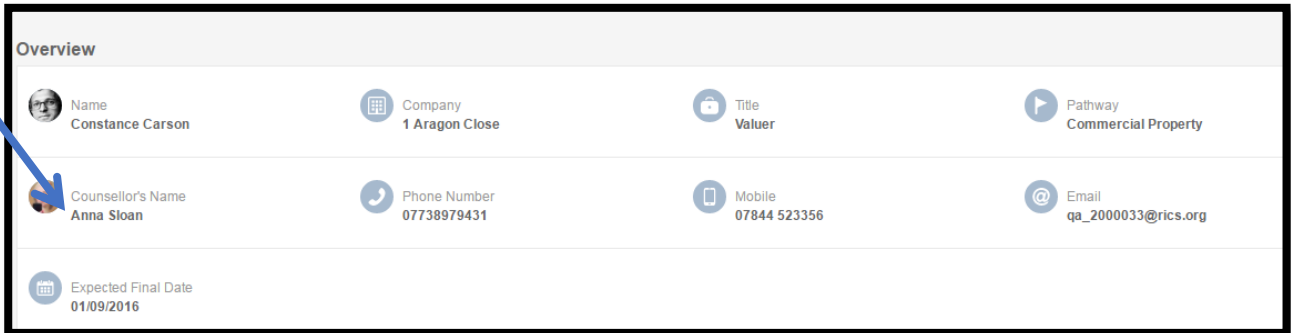
### Competency review

The review page displays all the competencies you have selected. Review them before you submit.

01. The mandatory competencies are listed but there is no option to edit them.
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.

### 3.2. Check your counsellor details

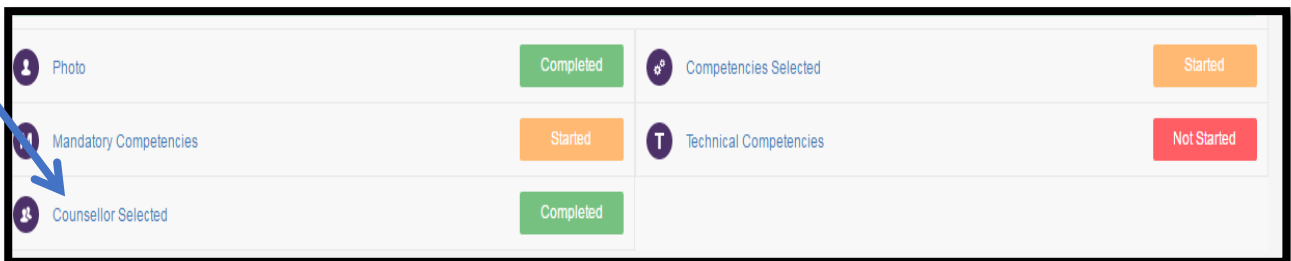
On the candidate home screen, if you have previously notified RICS of your counsellor their details will be displayed here. If these are correct, there is no further action to take.



The screenshot shows an 'Overview' section with the following details:

Name Constance Carson	Company 1 Aragon Close	Title Valuer	Pathway Commercial Property
Counsellor's Name Anna Sloan	Phone Number 07738979431	Mobile 07844 523356	Email qa_2000033@rics.org
Expected Final Date 01/09/2016			

If the details are incorrect or missing you will need to inform your local RICS office with the details.



The screenshot shows a progress section with the following tasks and their completion status:

Photo	Completed	Competencies Selected	Started
Mandatory Competencies	Started	Technical Competencies	Not Started
Counsellor Selected	Completed		


### 3.3. Apply for final assessment

Click 'Continue' to progress to final assessment selections.

**Final Assessment**

Please apply for your final assessment here the application period ends on 30 May 2016

[Continue](#)



**Assessment Centre Location Preference**

Please indicate below your top three assessment location choices

First Choice  
Please Select... ▼

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Second Choice  
Please Select... ▼

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Third Choice  
Please Select... ▼

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**Please note the following:**


It may not be your first choice of assessment location that you are allocated to; therefore you must keep all your chosen assessment centre dates free until you receive confirmation from RICS exactly where and when you will be assessed.

[Submit](#)

Select 'the location' from the first choice location list. Unless you are sitting final assessment in the UK, you do not need to select a second or third choice. If you are sitting final assessment in the UK, please make a selection in all three choices.

If your case study includes work undertaken in a country outside your assessment location, select the country or countries from the list.

If you have any special considerations you wish RICS to take into account for your final assessment, please click submit and this will inform RICS to get in touch with you.



**International Experience**

Does your case study include work undertaken outside your assessment location? If so, please list the country/countries below:


Click below to add countries

[× Albania](#)

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It is important to note that you will be fully assessed on the laws and practices of the country in which you are being assessed.

[Submit](#)



**Special Consideration**

Check and submit this form if there is anything you wish to declare that would impact your ability to perform your role and wish the assessors to take into account for example Learning such as dyslexia, hearing, speech, access and a member of the RICS team will contact you. You will be asked to provide supporting information in writing (psychological assessment report/current supporting medical) and certified accordingly. The supporting/current medical evidence must suggest what reasonable adjustments RICS should take into consideration. This information must be submitted at each attempt for final assessment, regardless of sending it in for a previous assessment.

Please Select

[Submit](#)

### 3.4. Upload your submission document

Click 'Browse' to select your document. Click 'Save' to finish.

Upload Your Submission Document

Please upload a PDF copy of your Final Submission document. Make sure that you have checked the details in the document before you upload it.

Browse Browse for file

Clear Save

Uploaded Submission

Congratulations on applying for final assessment. The RICS team will be in touch shortly to assist you.