APC
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**Section 1 - Deadline Dates**

RICS runs two APC Final Assessment sessions each year.

These are held in Spring (**Session 1**) and Autumn (**Session 2**).

If you wish to sit final assessment in England, Wales or Scotland you need to send your completed final assessment application form and submissions to us during the specified time periods detailed below. The dates will differ depending on your APC Pathway.

<table>
<thead>
<tr>
<th>APC Pathway</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Period</strong></td>
<td><strong>Submission Period</strong></td>
<td><strong>Application Period</strong></td>
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<tr>
<td>Antiques &amp; fine arts</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Building control</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<tr>
<td>Building surveying</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<tr>
<td>Built Infrastructure</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<tr>
<td>Commercial property practice</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Environment</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Facilities management</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Geomatics (including hydrographic)</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Management consultancy</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Minerals &amp; waste management</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Planning &amp; development</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Project management</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<tr>
<td>Property finance &amp; investment</td>
<td>8 – 15 January</td>
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<tr>
<td>Quantity surveying &amp; construction</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<td>Residential property practice</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<td>Rural</td>
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<tr>
<td>Taxation allowances</td>
<td>8 – 15 February</td>
<td>15 – 31 March</td>
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<tr>
<td>Valuation</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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<tr>
<td>Valuation of Businesses &amp; Intangible Assets</td>
<td>8 – 15 January</td>
<td>15 – 28 February</td>
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</table>

Please note the last date for posting your application or submission is the final date in the specified time period. It is recommended you retain proof of postage.
For candidates based in Northern Ireland please refer to the dates below:

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final assessment application form</strong></td>
<td>2 March 2015</td>
<td>17 September 2015</td>
</tr>
<tr>
<td><strong>Final assessment submissions</strong></td>
<td>10 March 2015</td>
<td>30 September 2015</td>
</tr>
<tr>
<td><strong>Final assessment</strong></td>
<td>21/22 April 2015</td>
<td>11/12 November 2015</td>
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</tbody>
</table>

Not all pathways are available for interview in Northern Ireland; please refer to Appendix A for further information.

**Section 2 - How to apply**

To apply for final assessment please complete the application form which is available online at [www.rics.org/finalassessmentuk](http://www.rics.org/finalassessmentuk)

This application must not be e-mailed or faxed. RICS will only accept posted forms, please remember to obtain proof of postage. The relevant postal addresses can be found on the application form.

**Section 3 - Signature requirements**

The final assessment application form requires signatures from a proposer and two seconders

**At least one will need to be a Fellow of RICS (FRICS)** and no more than two can be from your employing firm or organisation. Your counsellor may be one of the signatories (as may your supervisor if you have elected to appoint one).

**No allowances will be made for missing signatures.**

**Section 4 – Special considerations**

RICS will endeavour to make reasonable adjustments to the APC interview process where a candidate has declared anything which would impact their ability to perform their role. For example, learning, such as dyslexia, hearing, access, speech or visual impairment.

This information should be detailed in the relevant section of the final assessment application form and supporting information provided, where necessary.
Section 5 – Ethics module and test

You are required to successfully complete the RICS online ethics module prior to final assessment. This is made up of three elements:

1. The ethical standards and what they mean
2. Real life ethical scenarios that members have faced
3. A 20 question multiple choice test.

You are required to provide an Ethics certificate, dated in the last 12 months within your bound submissions. Please note that Rules of conduct and Ethics will still be fully tested at final assessment interview.

Section 6 - Submission requirements

Your final assessment submissions demonstrate to your assessment panel the knowledge and understanding you have gained and the competencies you have achieved through experience and/or structured training.

You are required to submit 4 spiral bound copies of your final assessment submission.

The submissions should contain all required templates, separated by dividers, and should be compiled in the following order:

1. Candidate details
2. Summary of experience
3. Case study
4. CPD record
5. Ethics certificate
6. Log book (if applicable)

Please note: If you have been previously referred please see section 12 for submission requirements.

Before you send your submissions in please check and ensure:

1. The front cover includes the words APC Final Assessment Submission and your full name and membership number.
2. The submission has been signed by all relevant people.
3. Your Ethics certificate is valid (completed within the last 12 months)
4. You have 4 copies to submit to RICS and a spare copy for yourself.
5. You have proof of postage.
If you are sitting assessment in England, Wales and Scotland please send the submissions to:

RICS Membership Operations
Surveyor Court
Westwood Way
Coventry
CV4 8JE

If you wish to hand deliver the submissions into the Coventry office you may do so; the application acknowledgement email will confirm the latest date and time this can be done.

If you are sitting assessment in Northern Ireland please send the submissions to:

RICS Northern Ireland
9-11 Corporation Square
Belfast
BT1 3AJ

Section 7 – RICS Valuer Registration Scheme

It is mandatory for members undertaking valuations in the UK to register on the Valuer Registration scheme. You are required to meet the valuation competency to Level 3 at final assessment to be eligible to sign up to the RICS Valuer Registration Scheme.

If you do not meet the valuation competency to Level 3 you will be required to undertake a further assessment of competence in valuation in order to sign up to the scheme. For further information on the scheme please visit www.rics.org/vrs.

Section 8 - Plagiarism

RICS has launched Turnitin, a system to help check candidates’ submissions are their own work and stand up to independent scrutiny.

The system will compare a candidate’s submission against submissions from other candidates. RICS will be randomly selecting 10% of candidates to submit their documentation into Turnitin; this will include the summary of experience and critical analysis or case study.

If you are selected to submit your documentation you will receive a separate email to notify you of this. Failure to submit this documentation upon request may result in your assessment being withdrawn. RICS reserve the right at any time to request that candidates submit their documentation into Turnitin.

Section 9 - Deferring

If you have submitted your application form for final assessment, and then wish to defer, you must inform RICS Membership Operations by email. It is your responsibility to notify RICS if you wish to defer, RICS will not accept notification from a third party.

If you defer after your submission period has started a deferral fee will be charged regardless of whether you have submitted your documentation. A fee of £275 is payable at the time of your next application for final assessment.

However should you defer prior to the submission period opening then you will not incur a charge. Any fee paid at the point of application will be carried over until you next apply.
Section 10 - Final assessment venues

You will be asked to select 3 choices of venues for undertaking your final assessment. RICS will endeavour to allocate you to your first choice however on occasions this may not be possible and therefore we ask you to keep all relevant dates free until you have received confirmation of your assessment date and time.

Please note, not all pathways have assessments at all of the venue locations available; please refer to the information contained within the final assessment application form for further details.

Once your assessment date has been set, it will not be possible to change unless there are extenuating circumstances. Sometimes due to circumstances beyond RICS’ control, interview times may change. If this happens you will be contacted and your new time will be confirmed in writing.

The venues for final assessment are:

**Stirling Court Hotel**, Stirling Management Centre, University of Stirling, Stirling, FK9 4LA*

**Macron Stadium**, Bolton Whites Hotel, De Havilland Way, Bolton, BL6 6SF

**Scarman House**, University of Warwick, Gibbet Hill Road, Coventry, CV4 7AL

**Park Inn Hotel**, Bath Road, Heathrow, UB7 0DU

**Cardiff City Stadium**, Leckwith Road, Leckwith, Cardiff, CF11 8AZ**

*Candidates working in Scotland can only be assessed in Scotland due to national legislation.

**Candidates living and working in Wales have priority over the Cardiff assessment centre.

For candidates living in Northern Ireland, the assessments are based in Belfast; please contact RICS Northern Ireland for further information on ricsni@rics.org.

Section 11 – Venue arrival and registration process

**Arrival**

You will need to register at the RICS desk 15 minutes prior to your interview. It is recommended that you leave enough time to park and locate the RICS desk within the venue.

Parking requirements vary at each venue however please note if you are undertaking your assessment at Heathrow or Cardiff Park Inn, you will be required to provide your car registration details to main reception on arrival.

**Registering**

You do not need to bring any identification or proof of interview time with you.

You will be formally signed in 15 minutes prior to the interview start time and asked to take a seat in the waiting area (bags and coats can be left in this room whilst you are being interviewed).

RICS staff will read a short briefing before taking you to your interview rooms.
After the interview

Once your interview is finished, it is important that you return to the RICS desk to sign out.

If you are late

If for any reason you are not going to make it to the assessment venue on time, it is important that you notify RICS as soon as possible using the mobile number provided on your candidate interview notification email.

Please note: RICS cannot guarantee that your interview will go ahead if you are late arriving.

For candidates sitting in Northern Ireland please be aware that due to the volume of candidates, the registration process on the day may differ slightly to those detailed here. For further information please contact ricsni@rics.org

Section 12 - After your interview

Candidate Questionnaire

A few days after your interview you will receive a questionnaire from RICS about your experience; RICS would appreciate you completing this as your feedback is important to us.

Receiving your result

The result will be sent 5 working days after your interview by email, you will receive this by 14.00. Please ensure your preferred email address is registered on www.rics.org; failure to do this may mean you do not receive your result.

If you have not received your result by 14.00 please contact RICS.

RICS Website

The successful candidates will have their names listed on the RICS website the same day that the results are issued. These will be published centre by centre and be available by 14.00.

Referral reports and award packs

Unsuccessful candidates will receive a referral report by email 21 days from the date of their result. Successful candidates will receive an award pack by post 21 days from the date of their result.

Appeals

If you are referred at interview, you do have a right of appeal. You have 21 days from the date on which you receive your referral report to make an appeal.

You cannot appeal simply because you disagree with the assessors’ decision about your competence. The appeal panel does not question the merits of the assessors’ decision. It looks at the way the final assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process.

For further information on the appeal process please visit www.rics.org/assessmentappeals.
Section 13 - Referred candidates

How to apply

If you have been referred and wish to reapply you must complete the final assessment application form as detailed in section 2.

Submission requirements

You are required to submit 4 bound copies of your final assessment submission.

The submissions should contain all required templates including your case study and should be compiled in the following order:

1. Candidate details
2. Summary of experience
3. Amended or new case study
4. Updated CPD record
5. Ethics certificate
6. Log book (if applicable)
7. Referral report
8. Referral deficiency template

CPD hours

You are required to continue to record CPD until you come forward to sit final assessment again. A further 24 hours is required for every 6 months.

Case study

Your referral report will indicate whether the panel have recommended that you resubmit your existing case study suitably updated or amended or whether you should submit a new case study on a different project or key issue.

Each case study may only be submitted twice; after a second assessment attempt you will be asked to submit a new one.
Appendix A - Northern Ireland final assessment information

Interviews in Northern Ireland are available for the following pathways:

- Building control
- Building surveying
- Commercial
- Planning and development
- Project management
- Quantity surveying
- Residential
- Valuation

There is limited scope for final assessment on the following pathways; please contact the RICS Northern Ireland office for further information:

- Facilities management
- Property finance and investment
- Management consultancy
- Rural

Candidates on any pathways not listed must follow the dates and locations outlined for England, Wales and Scotland.

Contact Information:

RICS Northern Ireland
9-11 Corporation Square,
Belfast,
BT1 3AJ

Tel: 028 9032 2877
Email: ricsni@rics.org