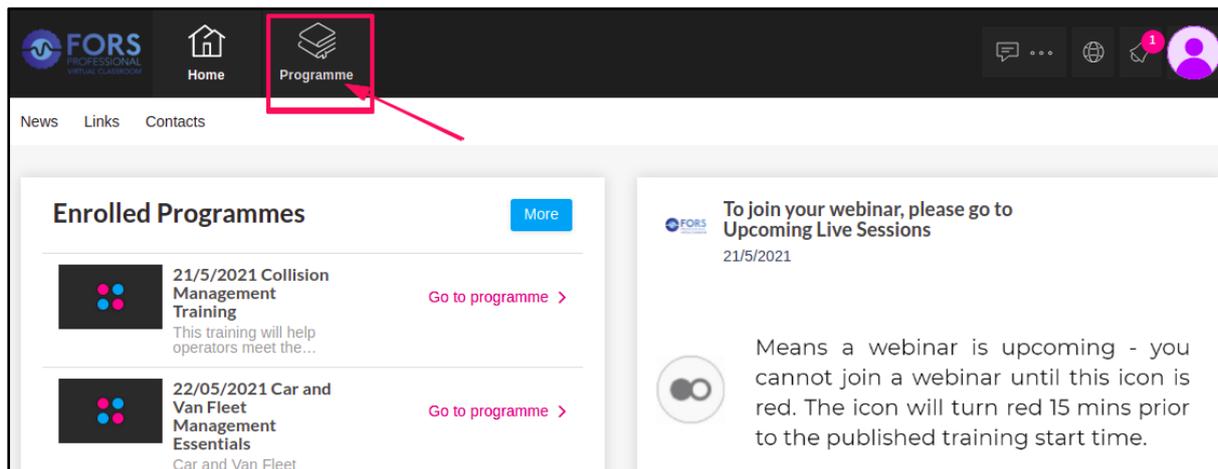


Guide to FORS Professional Assessment, Feedback and Certificate

Assessment – use Chrome browser

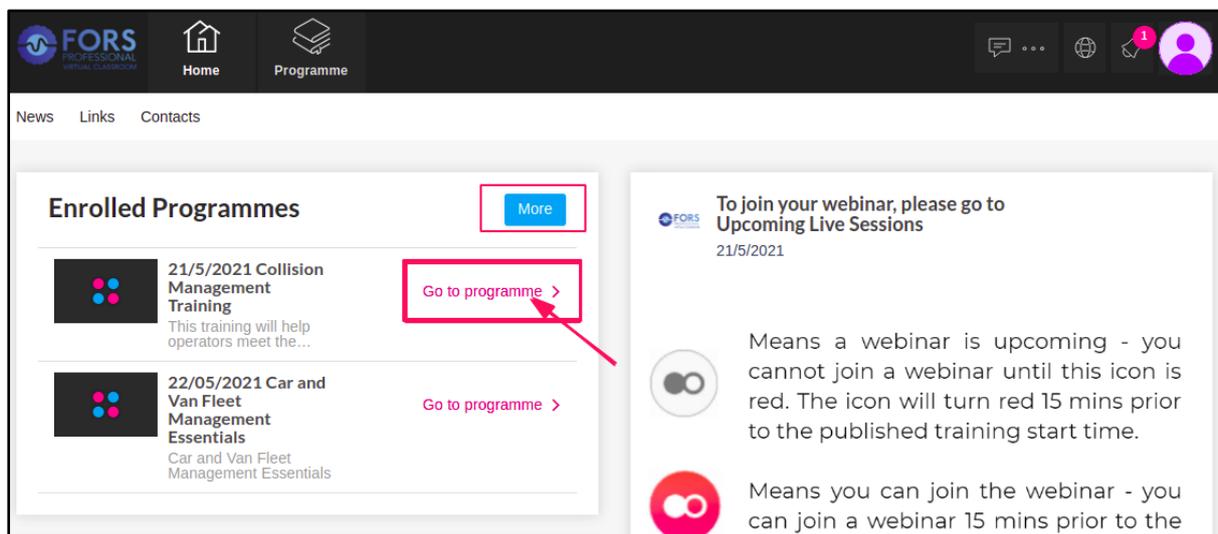
Step 1:

Click the **Programme** tab from the header section of the FORS Professional Virtual Classroom homepage.



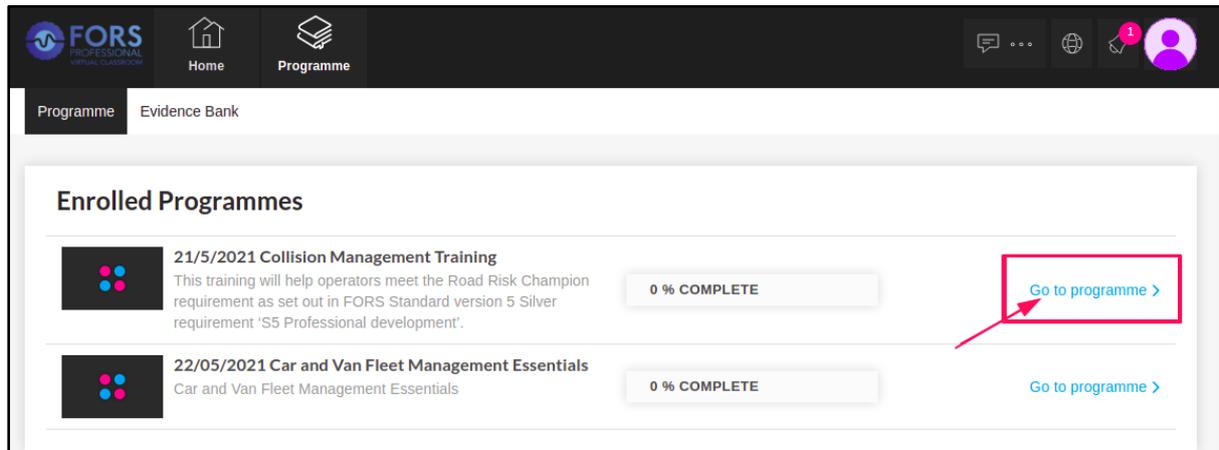
OR:

The **Go to Programme** button can also be accessed from the **Enrolled Programmes** section from the homepage.



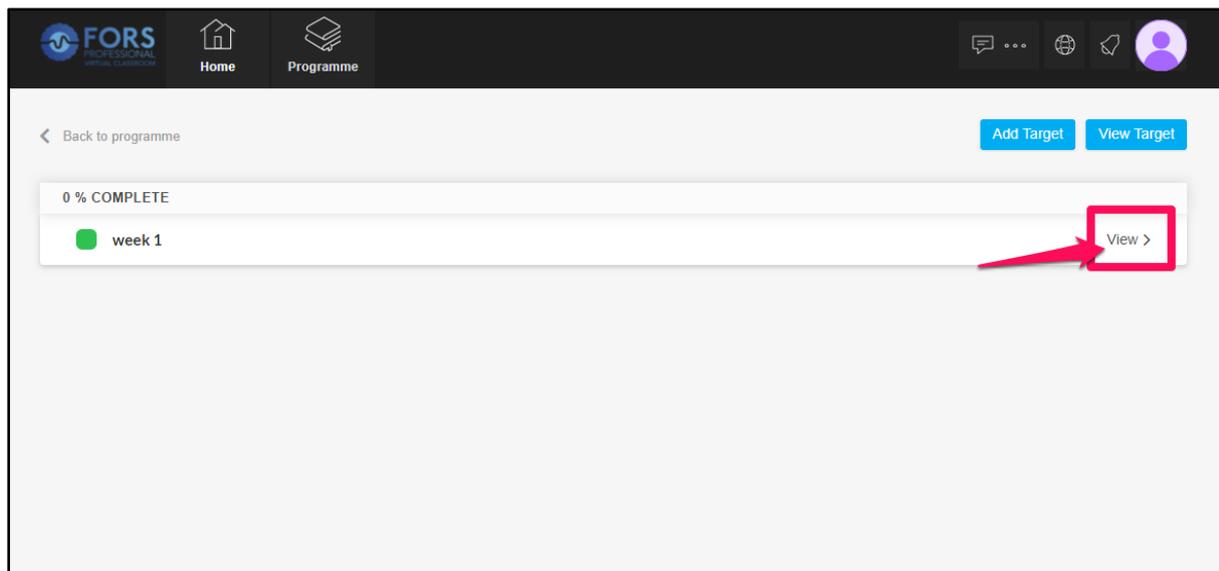
Step 2:

Click the **Go to Programme** button for the required course.



Step 3:

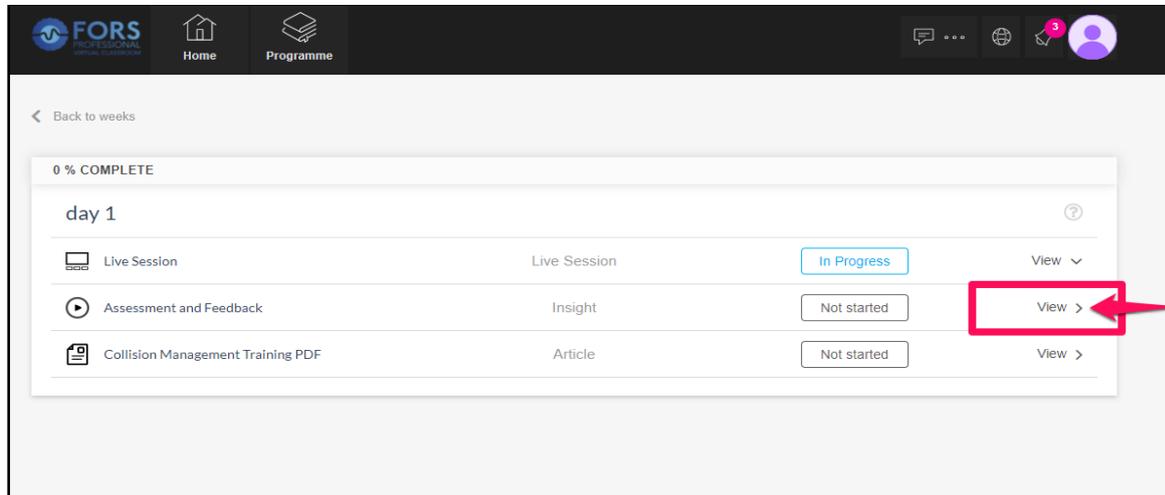
Click the **View** button within the **Week 1** section which will enable you to access the assessment.



Step 4:

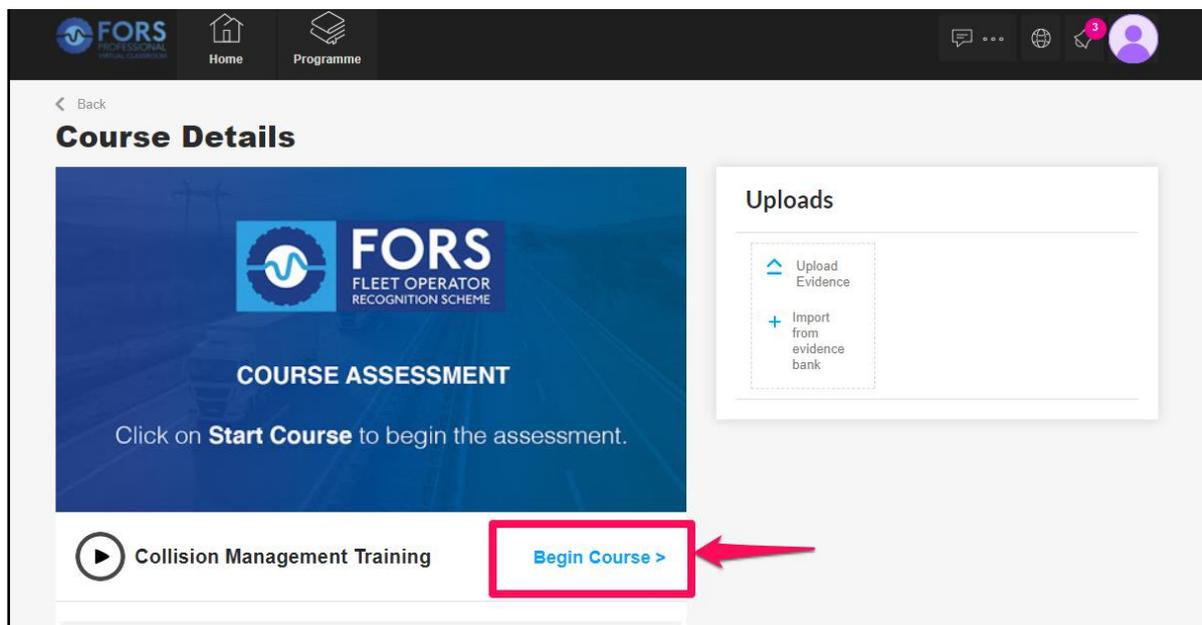
Click the **View** button on the **Assessment and Feedback** section.

IF the page is not loading properly, log-in again and hard refresh the page by holding 'CTRL and F5' (or 'Command, Shift and R' for a Mac).



Step 5:

Click the **Begin Course** button to access the assessment.

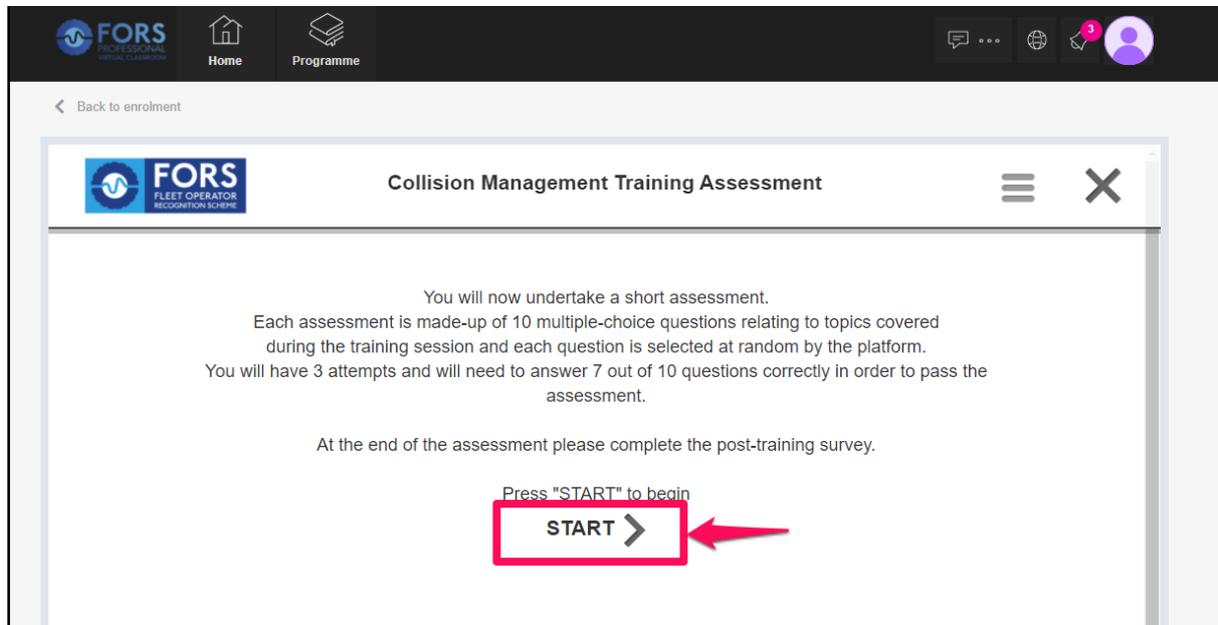


IF you are unable to get to **Step 6 (undertaking the assessment)** and the following error message appears "missing key missing key-pair-id query parameter or cookie value", you will need to enable third-party cookies on your browser using by [clicking here](#).



Step 6:

Read the instructions on the assessment page and then click the **Start** button to start the assessment.



The screenshot shows a web interface for a 'Collision Management Training Assessment'. At the top, there is a dark navigation bar with the FORS logo, 'Home', 'Programme', and user profile icons. Below this is a light grey header with a 'Back to enrolment' link, the FORS logo, the title 'Collision Management Training Assessment', and menu icons. The main content area contains the following text:

You will now undertake a short assessment.
Each assessment is made-up of 10 multiple-choice questions relating to topics covered during the training session and each question is selected at random by the platform.
You will have 3 attempts and will need to answer 7 out of 10 questions correctly in order to pass the assessment.

At the end of the assessment please complete the post-training survey.

Press "START" to begin

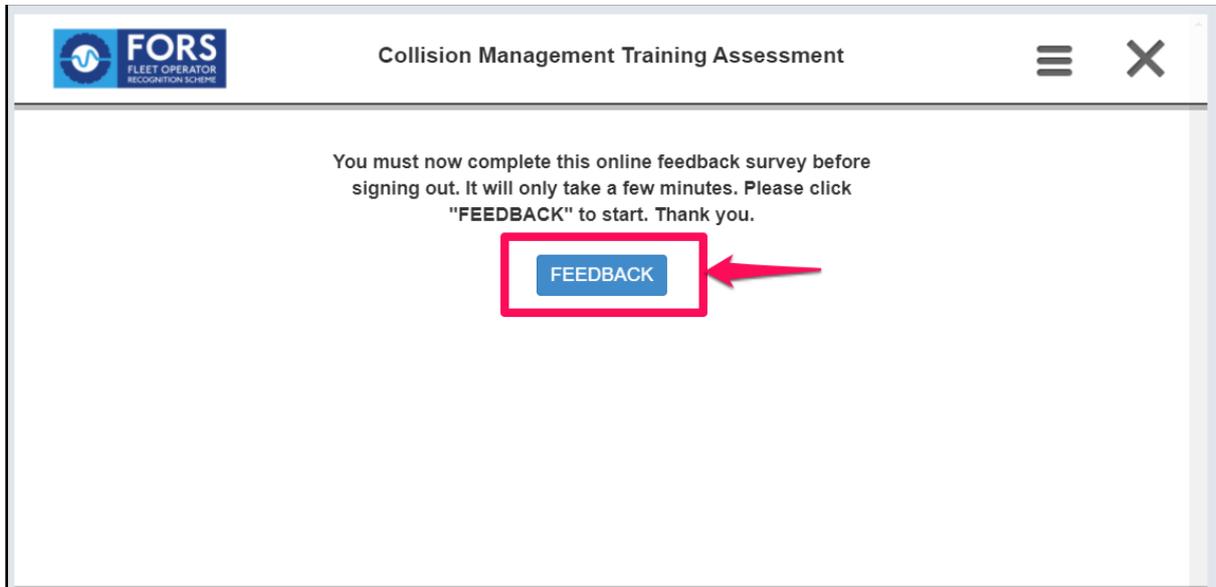
A red box highlights the 'START >' button, with a red arrow pointing to it from the right.

Feedback

Step 1:

After successful completion of the assessment, the **Next** button will take you to the Feedback page.

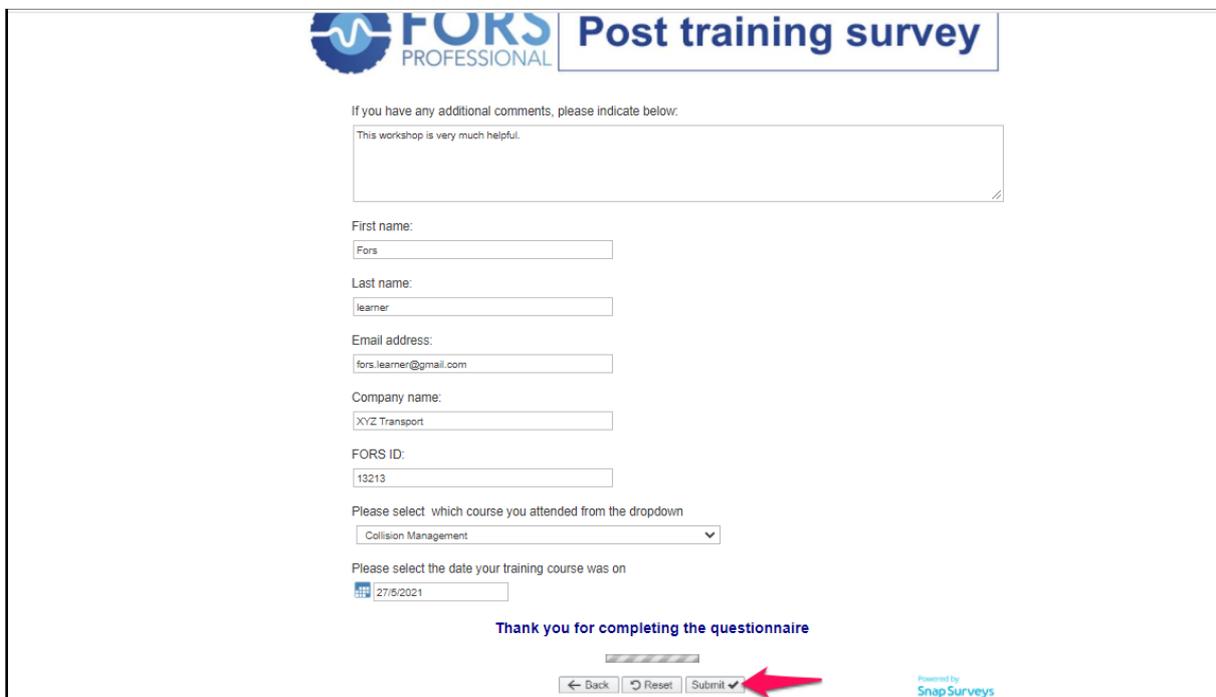
Click the **Feedback** button which will open the FORS post-training survey on a separate browser tab.



The screenshot shows a browser window titled "Collision Management Training Assessment". In the top left corner is the FORS logo. The main content area contains the following text: "You must now complete this online feedback survey before signing out. It will only take a few minutes. Please click 'FEEDBACK' to start. Thank you." Below this text is a blue button labeled "FEEDBACK". A red rectangular box highlights the button, and a red arrow points to it from the right.

Step 2:

Click the **Submit** button once you have completed the survey.



The screenshot shows the "Post training survey" form. At the top left is the FORS logo, and at the top right is the title "Post training survey". The form contains the following fields and instructions:

- "If you have any additional comments, please indicate below:" followed by a text area containing the text "This workshop is very much helpful."
- "First name:" followed by a text input field containing "Fors".
- "Last name:" followed by a text input field containing "learner".
- "Email address:" followed by a text input field containing "fors.learner@gmail.com".
- "Company name:" followed by a text input field containing "XYZ Transport".
- "FORS ID:" followed by a text input field containing "13213".
- "Please select which course you attended from the dropdown" followed by a dropdown menu with "Collision Management" selected.
- "Please select the date your training course was on" followed by a date picker showing "27/5/2021".

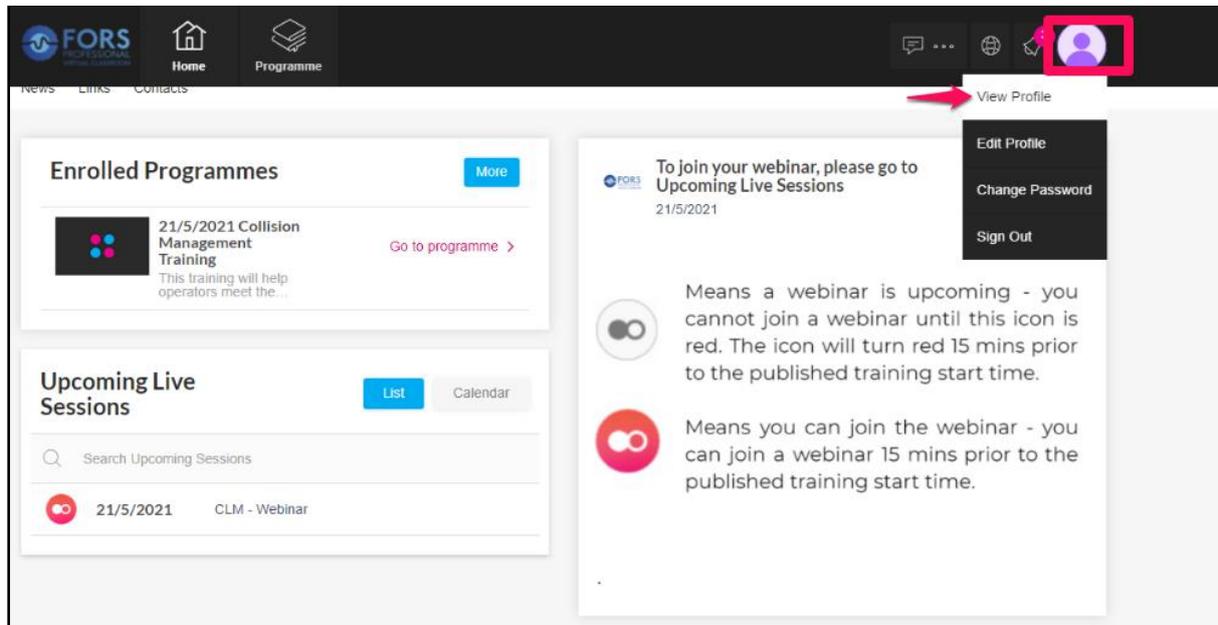
Below the form is the text "Thank you for completing the questionnaire". At the bottom of the form are three buttons: "Back", "Reset", and "Submit". A red arrow points to the "Submit" button.

Certificate

Step 1:

Once the assessment is passed and the feedback is completed, please refresh or reload the main page of the FORS Professional Virtual Classroom.

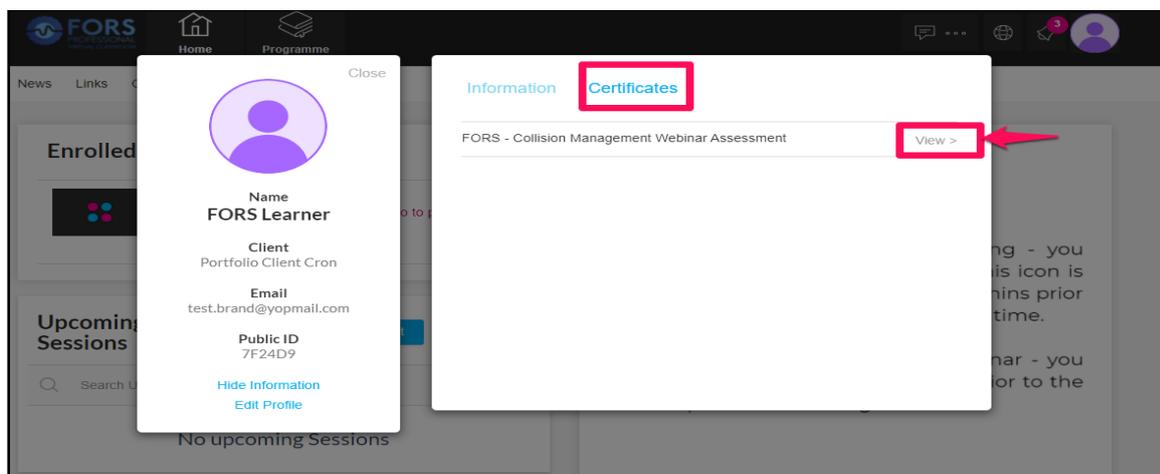
Click on **View Profile** from the account section dropdown.



Step 2:

Go to the **Certificates** tab and click the **View** button to view and download certificates.

Note: Certificates are not provided for attending individual **FORS Practitioner Workshops**. The FORS training team will email you a FORS Practitioner qualification certificate on completion of the last FORS Practitioner workshop in the series of 10 workshops.



Email support@olivegroup.io for any queries regarding all these steps.