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.
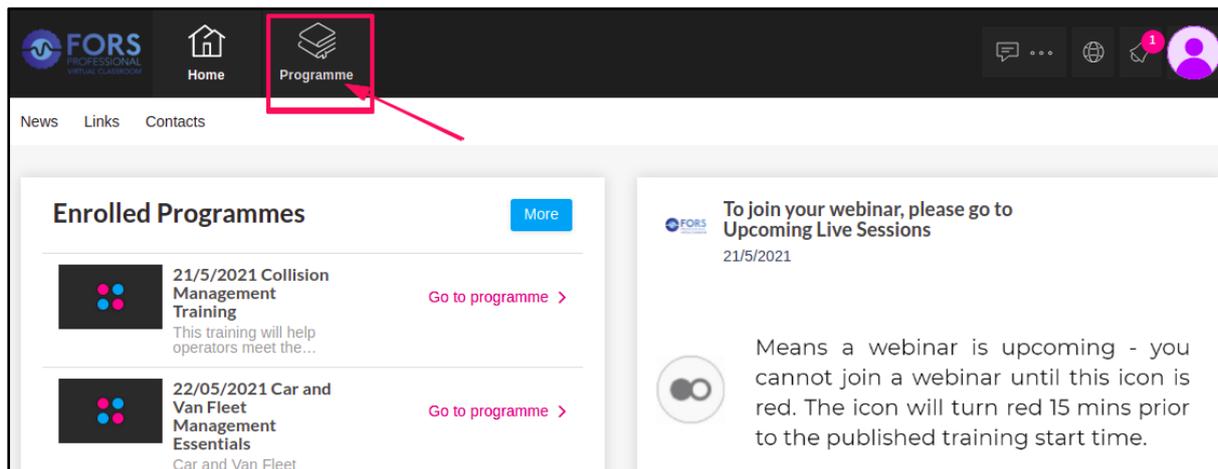
OR:

The **Go to Programme** button can also be accessed from the **Enrolled Programmes** section from the homepage.
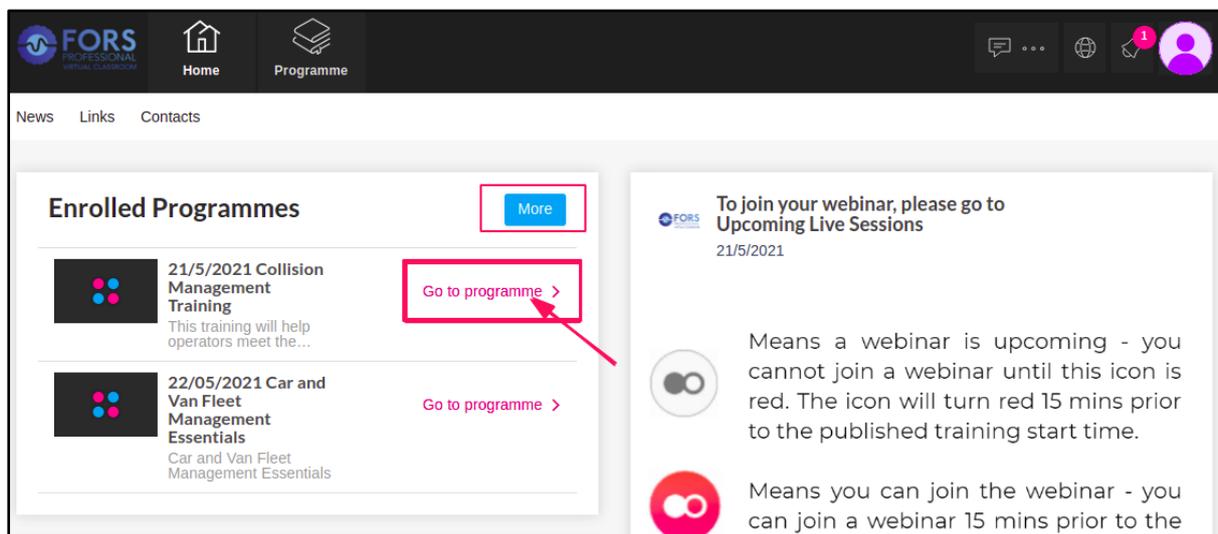
Step 2:

Click the **Go to Programme** button for the required course.
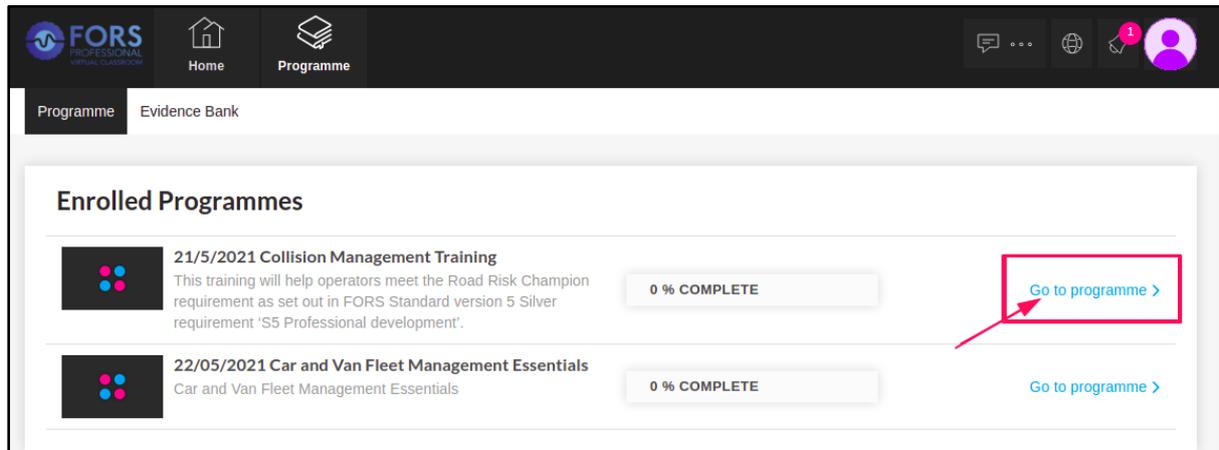
Step 3:

Click the **View** button within the **Week 1** section which will enable you to access the assessment.
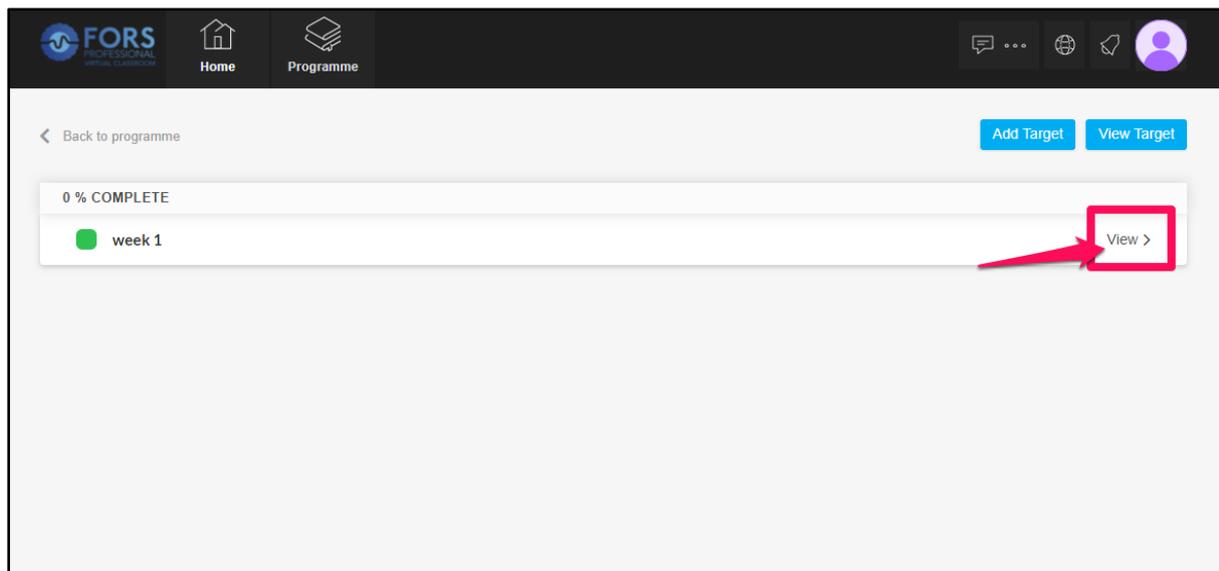
Step 4:
Click the **View** button on the **Assessment and Feedback** section.

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).
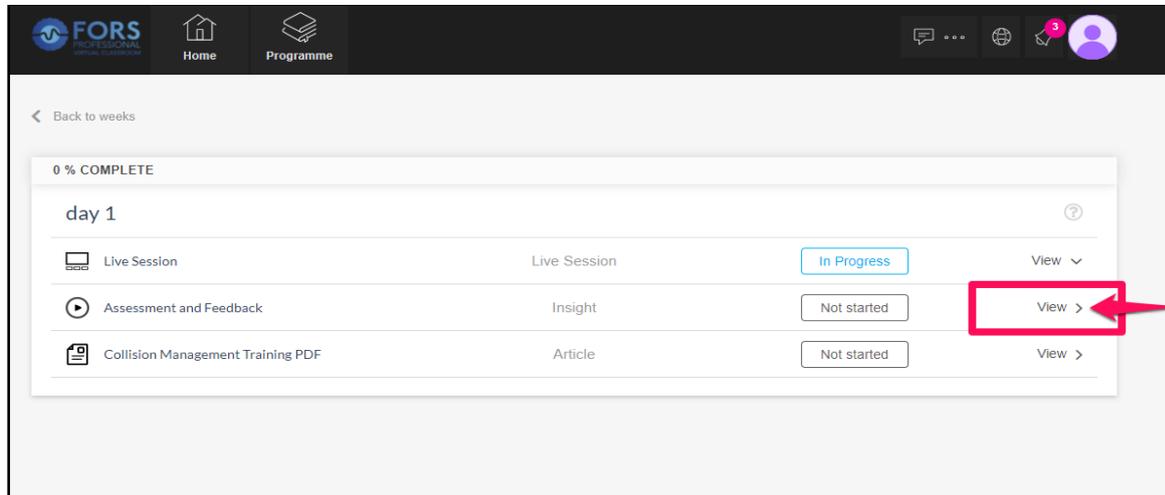
Step 5:
Click the **Begin Course** button to access the assessment.
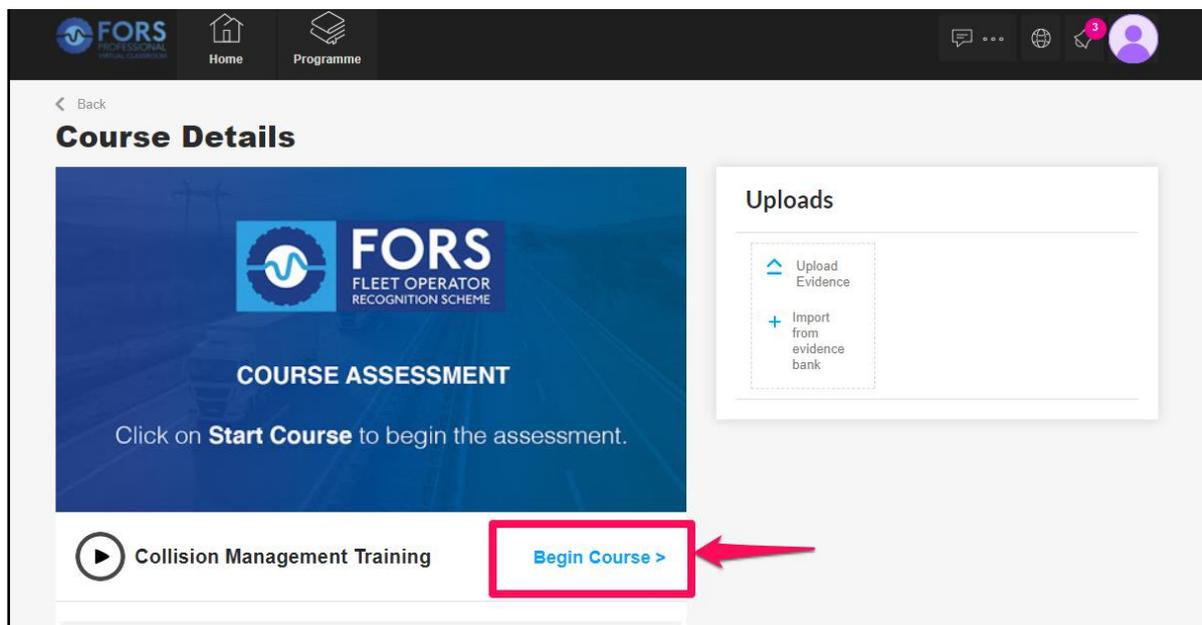
IF you are unable to get to **Step 6 (undertaking the assessment)** and the following error message appears **"missing key missing key-pair-id query parameter or cookie value"**, you will need to enable third-party cookies on your browser using by **clicking here.**

Step 6:
Read the instructions on the assessment page and then click the **Start** button to start the assessment.

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.
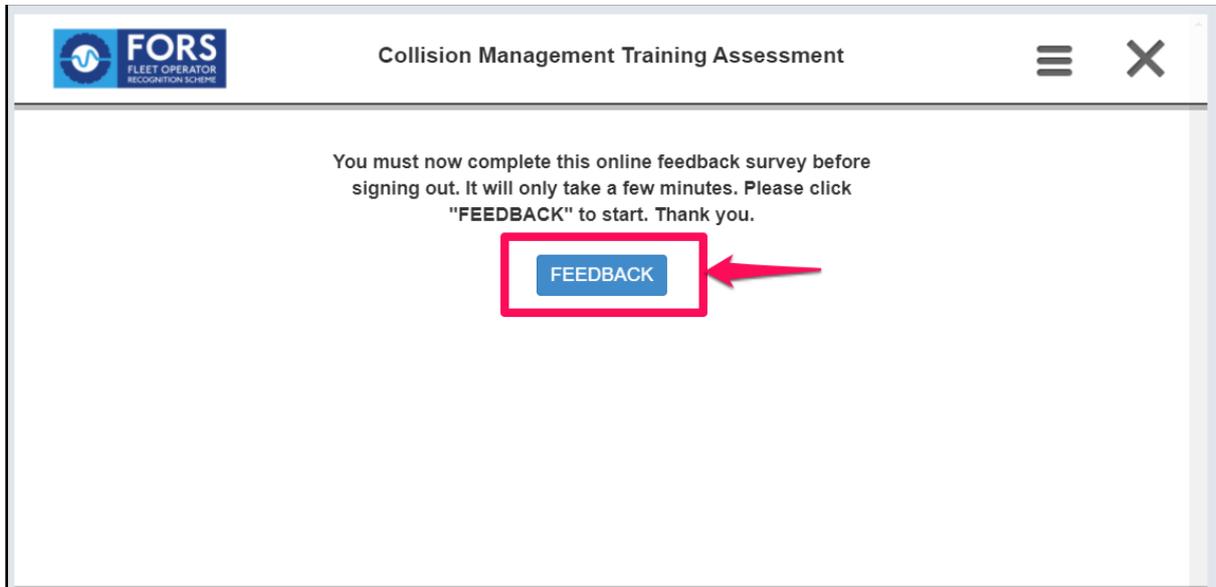
Step 2:
Click the **Submit** button once you have completed the survey.

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.
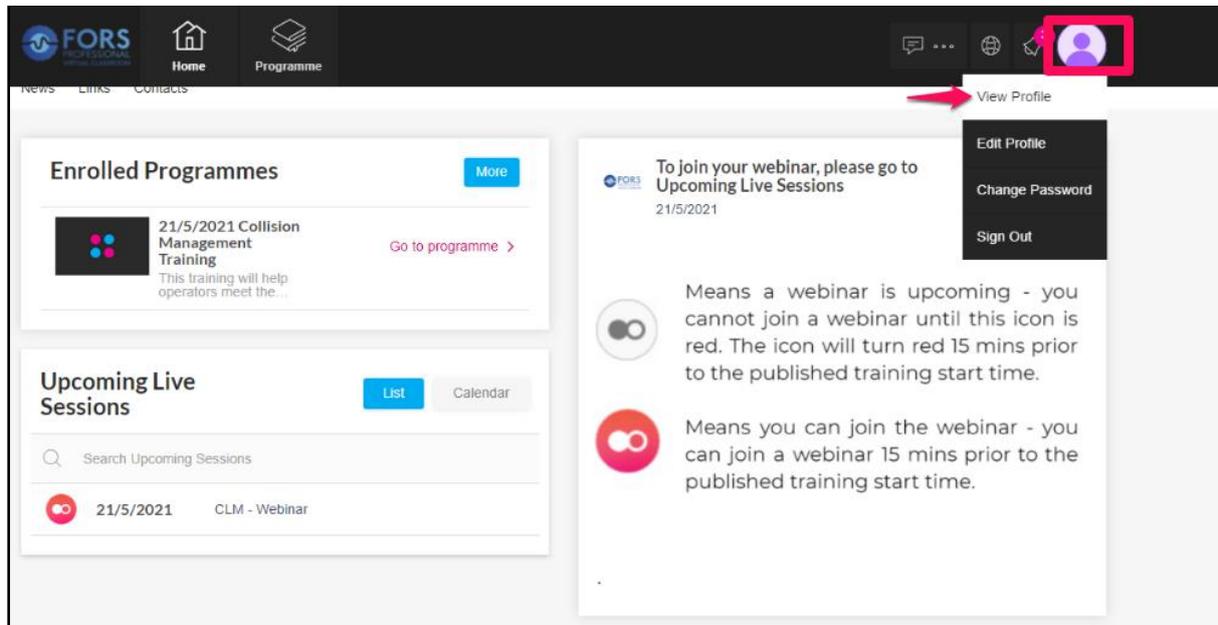
Step 2:

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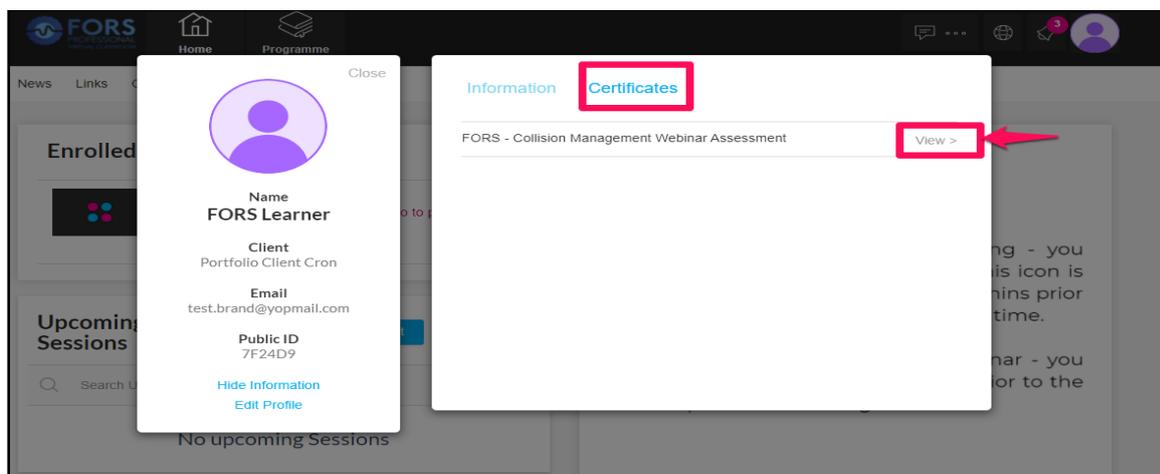
Email support@olivegroup.io for any queries regarding all these steps.