

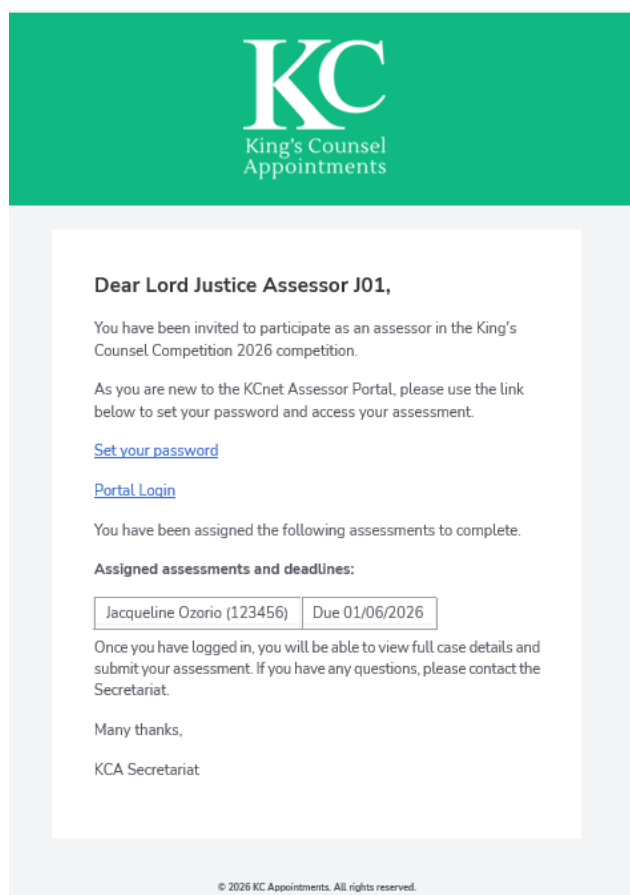
KCA: Assessor User Guide

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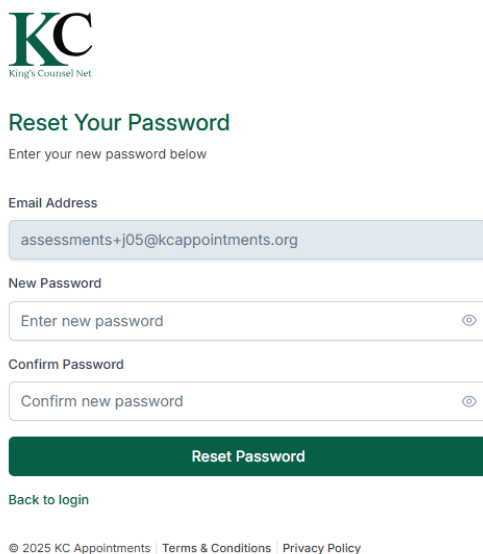
Accessing your account

As an assessor, you will receive a request email containing a link to our log in page. If you are a new user, you will receive an email which includes instructions on how to set up your account for the first time.



You can log into the assessor portal here: <https://assessor.kcappointments.org>

You will be asked to set a password, and once that is done you will be directed back to the login screen.



KC
King's Counsel Net

Reset Your Password

Enter your new password below

Email Address
assessments+j05@kcappointments.org

New Password
Enter new password

Confirm Password
Confirm new password

Reset Password

[Back to login](#)

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Multi-Factor-Authentication

KCA uses MFA to ensure personal data relating to applicants is kept secure. You will need to use an authenticator app to complete this step and scan the QR code.

IMPORTANT NOTES:

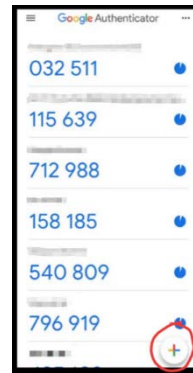
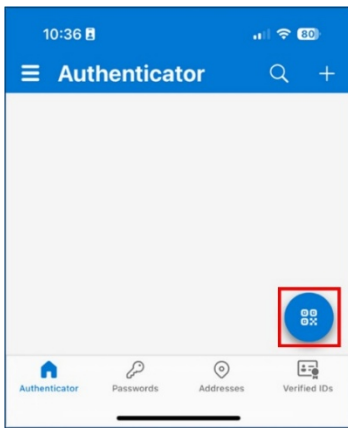
1. Authenticator apps are **FREE** and you should **NOT** be asked to pay for one. Please be certain that when you are downloading the app, you are downloading the official **Microsoft Authenticator** or **Google Authenticator** apps. If you are asked to pay for anything, please contact the Secretariat immediately.
2. **DO NOT** scan the QR code with your phone camera. This will not save your KCA account and you will be unable to log in again. If you have done this by accident, contact KCA and we will reset the QR code for you.

Authenticators

- KCA recommends using either **Microsoft Authenticator** or **Google Authenticator** on your smartphone. Both will be available in your app or Google Play store.



- Once you have installed the app, click the 'add account' or the '+' symbol to add your new KC account.

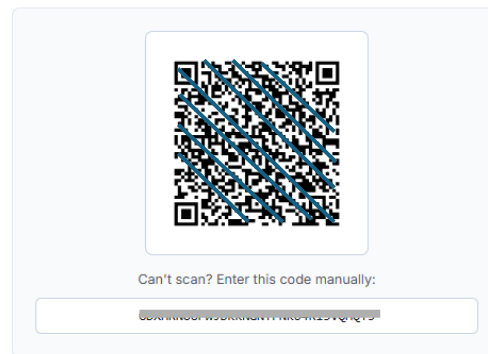


- Scan the registration QR code with your app, or enter the long code below to finish setup.



Set up Two-Factor Authentication

Scan the QR code with your authenticator app to get started



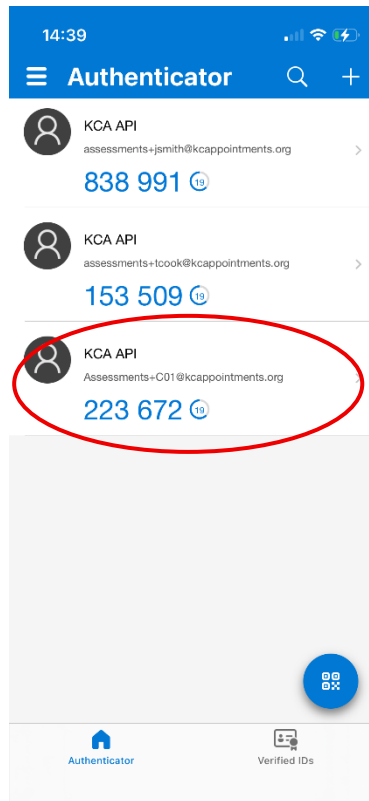
Verify your setup

Enter the 6-digit code from your authenticator app

Verification Code

[Cancel](#)

- Every time you log into your account with your email and password, you will also need to generate a new MFA code with your app. When you open the app on your phone, it will look something like this:



On your computer screen, you will be prompted to enter that 6 digit number:



Two-Factor Authentication

Enter the 6-digit code from your authenticator app

Verification Code

Code expires in 30 seconds

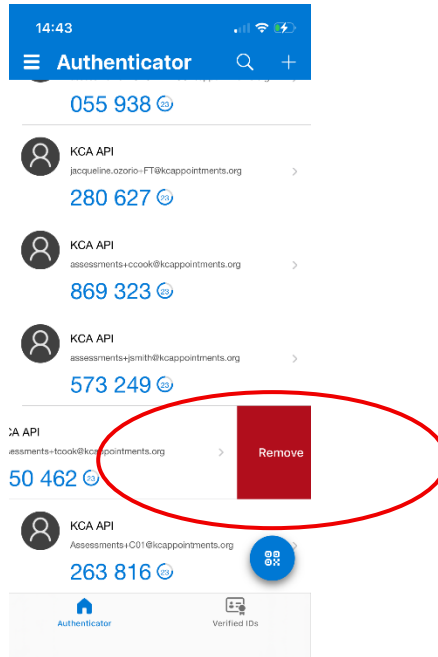
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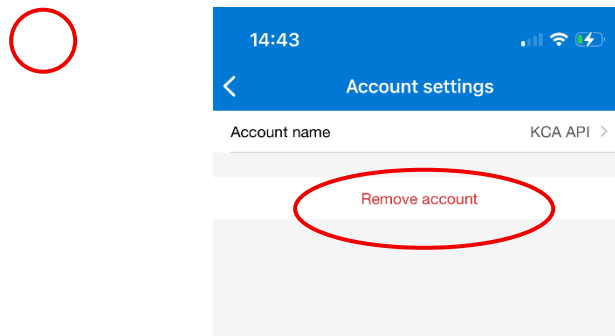
Troubleshooting Microsoft Authenticator:

If your authentication code is not accepted, or if the app suggests you already have an account or need to rename an account, we suggest you 'clear out' the app of existing KCA data and start afresh. To do that, please:

1. Ensure that on your Authenticator dashboard, there is no account labelled **KCA API** with your email address.
2. If there is an existing KCA API account, either swipe left on the account to remove it...



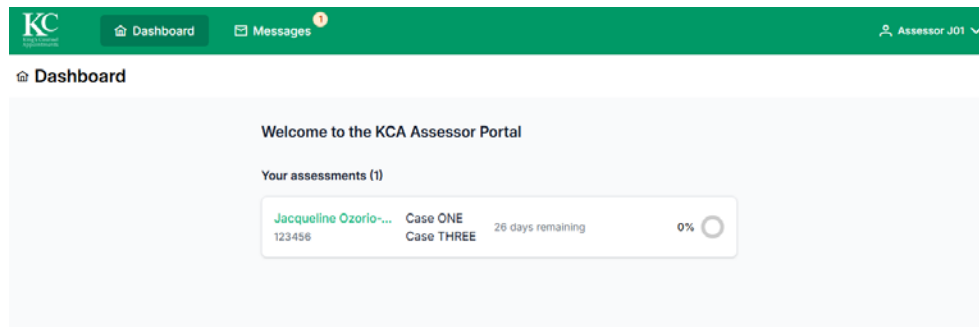
...or, tap into the account, and remove it by going into the settings cog in the top right.



3. Close and re-open the app to be sure (in some cases, deletion has not worked the first time).
4. Let us know by phone or email that you need the MFA reset on your account. Once we have reset it, log in with your username and password, and you will see a fresh QR code appear which you can scan with your Authenticator app.

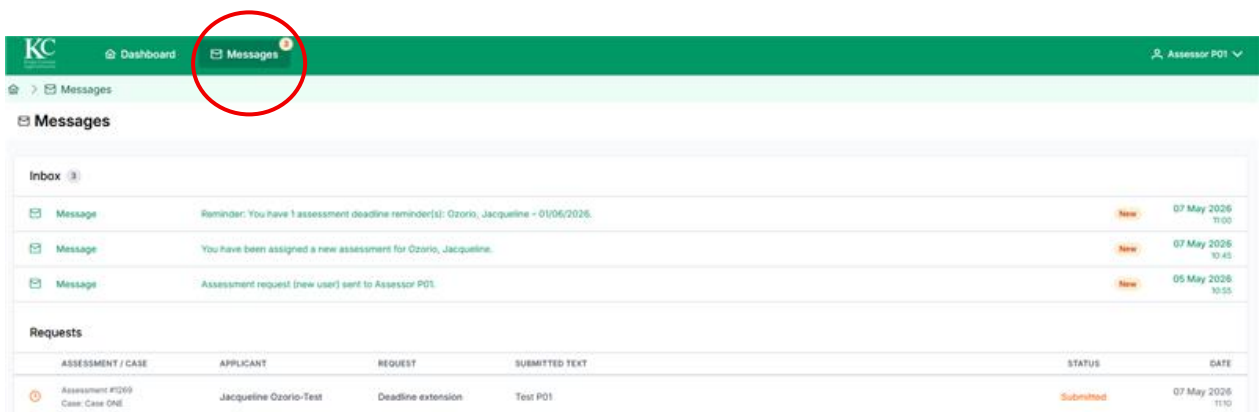
Dashboard

On your dashboard you will see the assessment(s) KCA has requested.

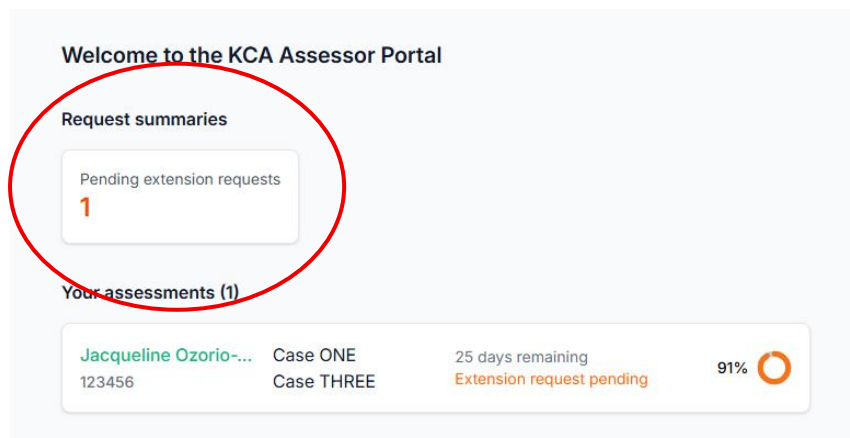


Messages

Any messages we send you including deadline reminders, can be accessed in the system from this tab. You will also receive the message to your email inbox. This tab will also show you the status of any open enquiries such as extension requests.



If you have an open enquiry, it will also appear on your dashboard like this:



Completing the Form

- To open an assessment, click on the applicant's name or on the edit button to the right.

Case details and role description

This is the information the applicant has provided to assist you. You cannot edit this information.

- Click **view** to expand this detail. If the applicant has worked with you in more than one case, you will be able to use the 'Next' and 'Previous' buttons to view the other case(s).

Case details

Case ONE
Role as advocate: Alone - Start date: 03/23 - End date: 03/26

Case description
This is a test case.

Role description
This is a test form.

< Previous case

Next case >

- Below the Case Details section, you will see the questions we are asking you to answer. You can open any of them by clicking on the questions or clicking the edit button to the right.

Your knowledge of the applicant *

Are there other cases on which you wish to draw? Edit

Cases of substance, complexity or particular difficulty or sensitivity Edit

Confirm the information given by the applicant about your contact in the case(s) listed Edit

Competencies *

Understanding and using the law Edit

Written advocacy Edit

Oral advocacy Edit

Working with others Edit

Diversity action and understanding Edit

Integrity Edit

- There are word count limits on each text box. The form will auto-save every time new information is entered, and you will see the save icon appear in the top right corner. Any question with a * at the end of it is a mandatory text field and must have something entered in order for the form to complete.

File description: This is a test form.

Are there other cases on which you wish to draw? Saved [Save icon] [Close icon]

The Panel does not need lengthy descriptions of cases, but rather to understand your view on the applicant's demonstration of each competency, and your reasons.

Please note we can only accept a maximum of 350 words in each text box. Any text over this limit will not be used.

Are there other cases on which you wish to draw in providing your assessment, in addition to those listed by the applicant? If so, please give brief details. *

Please type no more than 350 words.

[Text input area]

This field is required.

Cases of substance, complexity or particular difficulty or sensitivity >

- You can move between the questions in a few ways: you can click on the green button to move to the next competency, you can use the drop down beside the question on the top left to navigate further, or you can close the modal and click on the question you'd like to open next.

Your knowledge of the applicant *

Are there other cases on which you wish to draw? Edit

Cases of substance, complexity or particular difficulty or sensitivity Edit

Competency: Understanding and using the law [Dropdown arrow] Saved [Save icon] [Close icon]

Please give evidence on each competency for which you have relevant evidence. The Panel does not need lengthy descriptions of cases, but rather to understand your view on the applicant's demonstration of each competency, and your reasons. If you have no relevant evidence on the applicant's demonstration of a particular competency, please say so.

Has expert, up-to-date legal knowledge, uses it accurately, relevantly and effectively, and becomes familiar with new areas of law quickly and reliably. *

Please type no more than 350 words.

[Text input area]

This field is required.

Written advocacy >

Overall rating * Edit

- The Overall Rating box asks for a rating and a brief explanation for your choice. You can only select one rating.

Overall rating Saved ✕

Please indicate the rating that best reflects the applicant's demonstration of the competencies (for those competencies on which you have been able to comment). *

Clearly ready for appointment Ready for appointment

Possibly ready for appointment Not yet ready for appointment

Not satisfactory Insufficient information to express a view

This field is required.

Explanation of overall rating *

Please use this section to give a brief justification of your overall rating. You may also use this section of the form to give any additional information that will assist the Selection Panel.

Please type no more than 350 words.

This field is required.

Submitting your assessment

When your assessment is complete, you will see green completed ticks against all sections of the assessment form that have been filled out.

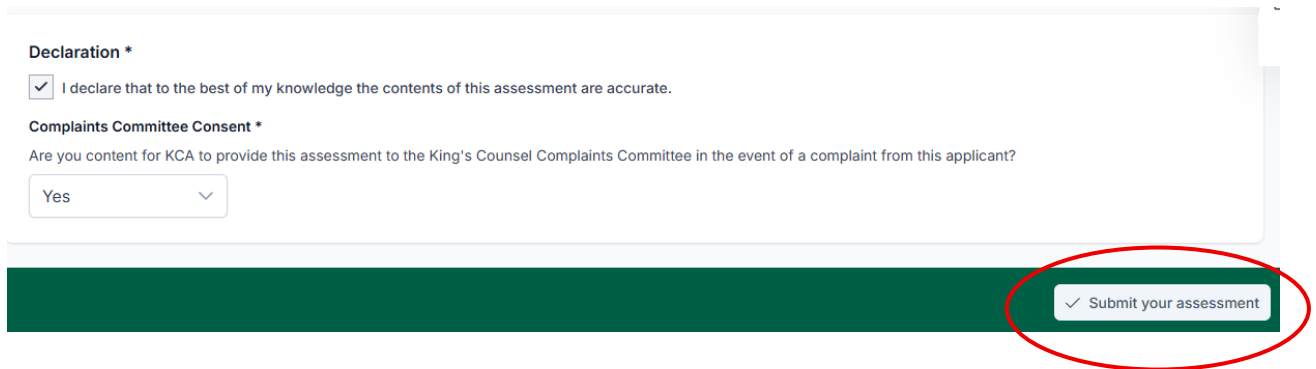
The screenshot shows a web interface for an assessment overview. At the top, there is a green header with a 'Messages' icon and a notification bubble. Below the header, the page title is 'rio-Test'. The main content area is titled 'Assessment overview' and includes a 'Guidance' link. The form is divided into several sections, each with a green checkmark indicating completion:

- Case details**
 - Case ONE** (View) - Role as advocate: Alok, Start date: 03/23, End date: 03/26. Case description: This is a test case. Role description: This is a test form.
 - Case THREE** (View) - Role as advocate: Wes Lee, Start date: 01/25, End date: N/A. Case description: This is a test form. Role description: This is a test form.
- Your knowledge of the applicant ***
 - Are there other cases on which you wish to draw? (Edit)
 - Cases of substance, complexity or particular difficulty or sensitivity (Edit)
 - Confirm the information given by the applicant about your contact in the case(s) listed (Edit)
- Competencies ***
 - Understanding and using the law (Edit)
 - Written advocacy (Edit)
 - Oral advocacy (Edit)
 - Working with others (Edit)
 - Diversity action and understanding (Edit)
 - Integrity (Edit)
- Overall rating *** (Edit)
- Areas for improvement** (Edit)

Below these sections is a 'Views of others' section (Edit) and a 'Declaration *' section with a checked box: 'I declare that to the best of my knowledge the contents of this assessment are accurate.' The 'Complaints Committee Consent *' section asks if the user consents for KCA to provide the assessment to the King's Counsel Complaints Committee, with a dropdown menu currently set to 'No'.

At the very bottom of the form, there is a declaration tick box and a YES/NO question that must be answered before the assessment can be completed.

When the form is complete, you will be able to click on the submit button.



Declaration *
 I declare that to the best of my knowledge the contents of this assessment are accurate.

Complaints Committee Consent *
Are you content for KCA to provide this assessment to the King's Counsel Complaints Committee in the event of a complaint from this applicant?
Yes

Submit your assessment

If you cannot see the submit button, please:

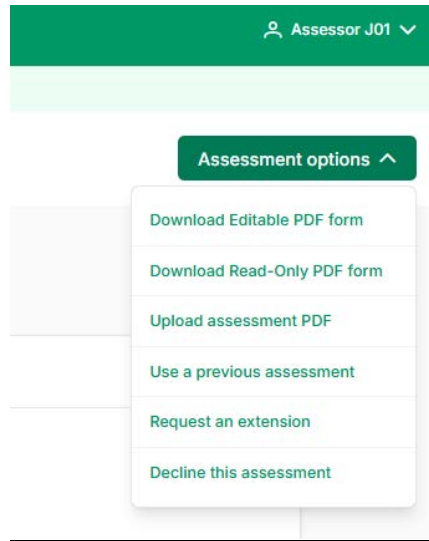
- Check the ticks. If there are no ticks, please check all mandatory fields are complete and all word counts are observed.
- Check the final declarations have been ticked and selected.

General Troubleshooting

Sizing: If you cannot see the entirety of the assessment form on your screen, please ensure your browser is full screen, and try zooming in/out. This may be more of a problem on mobile devices. The assessment form is not designed for smartphones.

Assessment Options

Within each assessment you will see a dropdown menu on the top right of your screen entitled “Assessment options”.



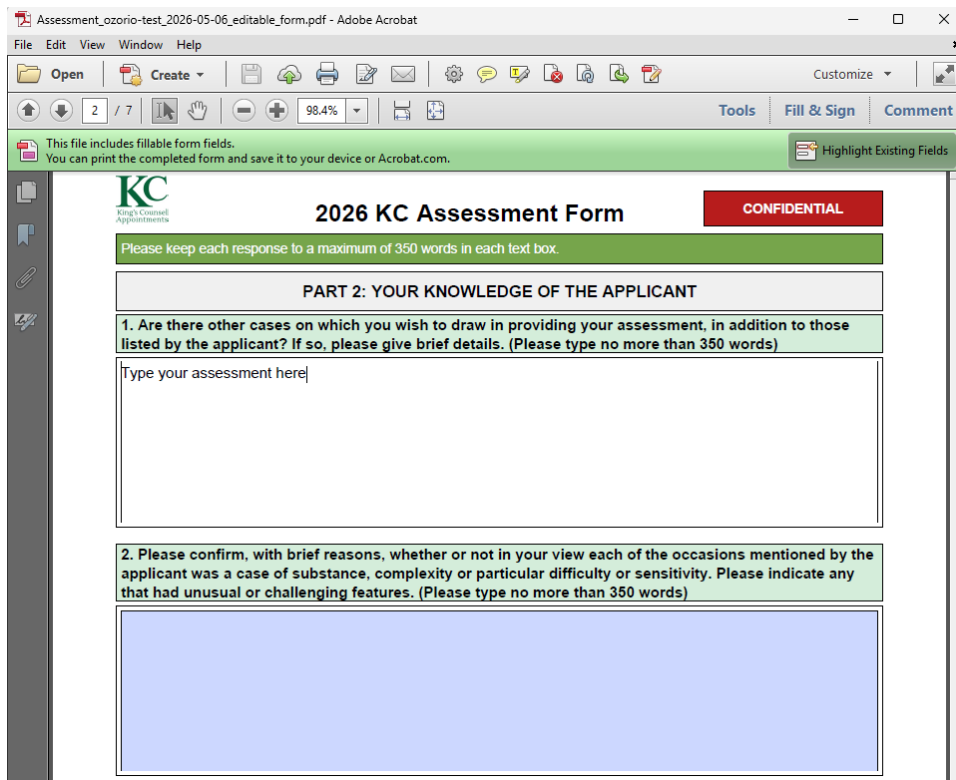
Download Editable PDF form to work offline

If you wish to work offline, our system can provide you with an editable PDF document which can be downloaded from this menu. This PDF replaces the Word forms previously available from the Secretariat, although it works in exactly the same way as the Word form. The PDF document will look like this:

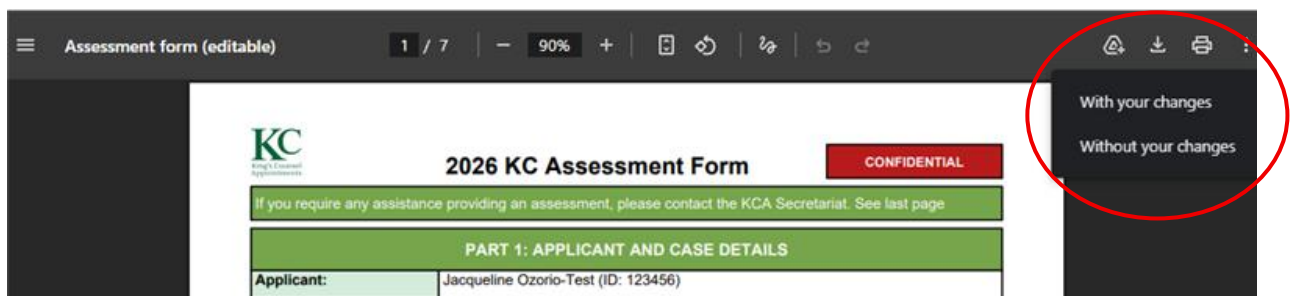
A screenshot of an Adobe Acrobat window displaying a PDF form. The window title is 'Assessment_ozorio-test_2026-05-06_editable_form.pdf - Adobe Acrobat'. The form is titled '2026 KC Assessment Form' and includes a 'CONFIDENTIAL' stamp. A message states: 'If you require any assistance providing an assessment, please contact the KCA Secretariat. See last page'. The form is divided into sections, with the first section titled 'PART 1: APPLICANT AND CASE DETAILS'. This section contains a table with the following information:

Applicant:	Jacqueline Ozorio-Test (ID: 123456)
Assessor:	Assessor J01
Case name:	Case ONE
Role:	Alone
Start/End:	03/2023 / 03/2026
Case details:	This is a test case.
Role in case:	This is a test form.

When you scroll down you will see that the text fields appear blue until you begin to type into them.




Make sure to manually save your document regularly and be careful if you choose to edit within your browser that you download a copy with your changes. To do this, click on the down arrow and select 'With your changes'.



Uploading your editable PDF

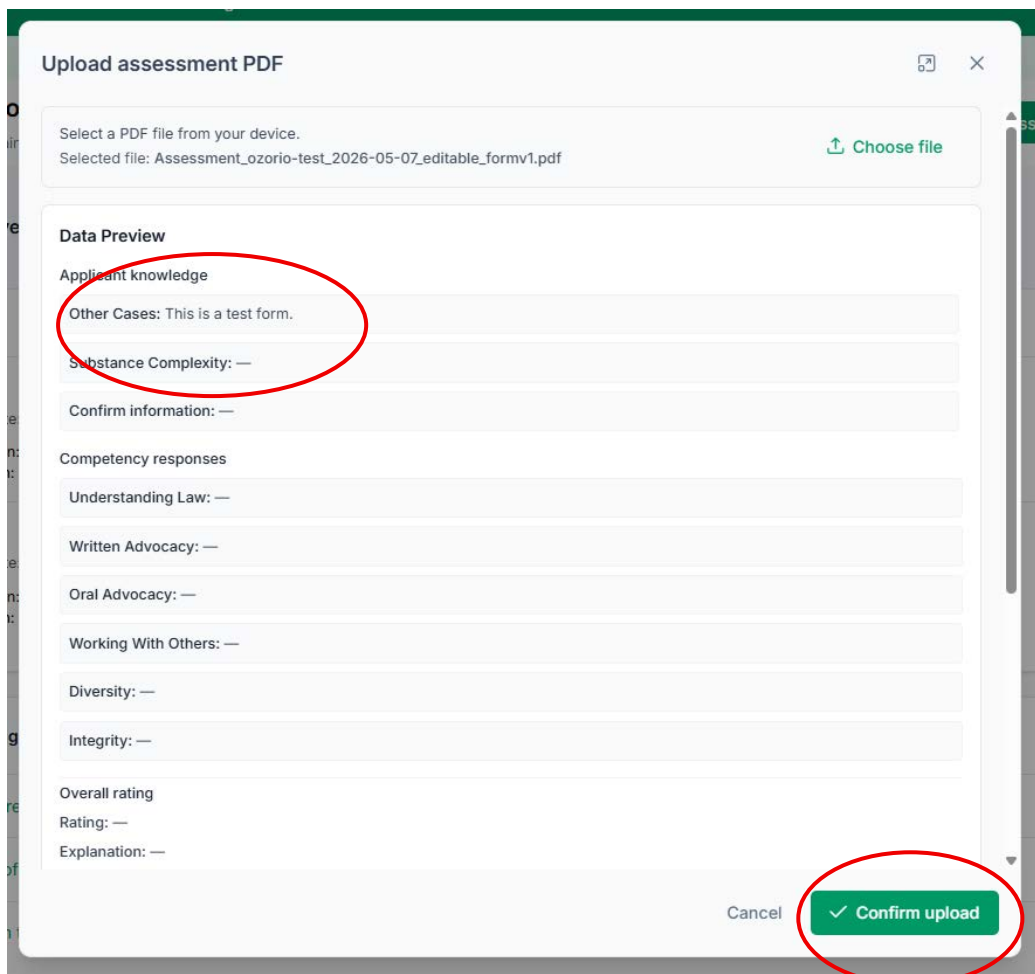
If you have worked on your assessment PDF offline, you are able to upload it directly into the assessment via the dropdown menu. Select Upload assessment PDF from the menu, and you will be prompted to choose the file from your computer.



The screenshot shows a dialog box titled "Upload assessment PDF". It contains a text input field with the placeholder "Select a PDF file from your device." and a green button labeled "Choose file" with an upward arrow icon. Below the input field, it says "Only PDF files are allowed." At the bottom of the dialog, there are two buttons: "Cancel" and a green button labeled "Confirm upload" with a checkmark icon.

You will still need to complete the final declarations before you will be able to submit.

The system will show you what is being imported, and when you are content you can click Confirm Upload. **Please note, this upload will overwrite anything you have already put into the form.**



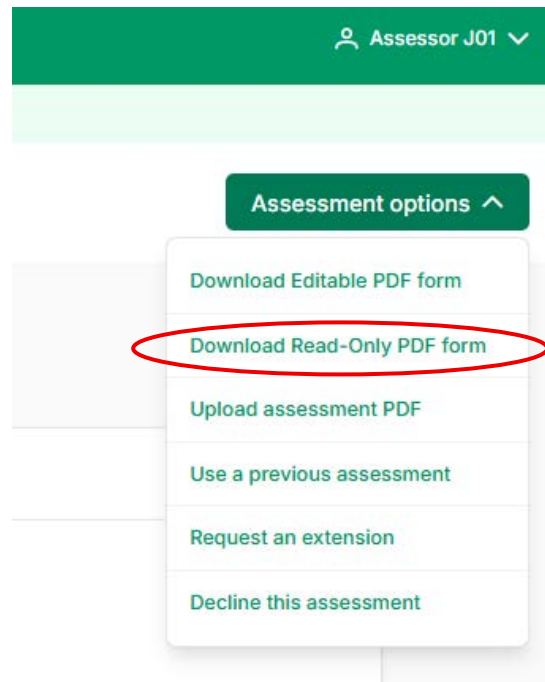
This screenshot shows the "Upload assessment PDF" dialog box with a "Data Preview" section. The "Selected file" is "Assessment_ozorio-test_2026-05-07_editable_formv1.pdf". The "Data Preview" section includes:

- Applicant knowledge**
 - Other Cases: This is a test form. (circled in red)
 - Substance Complexity: —
 - Confirm information: —
- Competency responses**
 - Understanding Law: —
 - Written Advocacy: —
 - Oral Advocacy: —
 - Working With Others: —
 - Diversity: —
 - Integrity: —
- Overall rating**
 - Rating: —
 - Explanation: —

At the bottom right, there are two buttons: "Cancel" and a green button labeled "Confirm upload" with a checkmark icon, which is circled in red.

Read-Only PDF

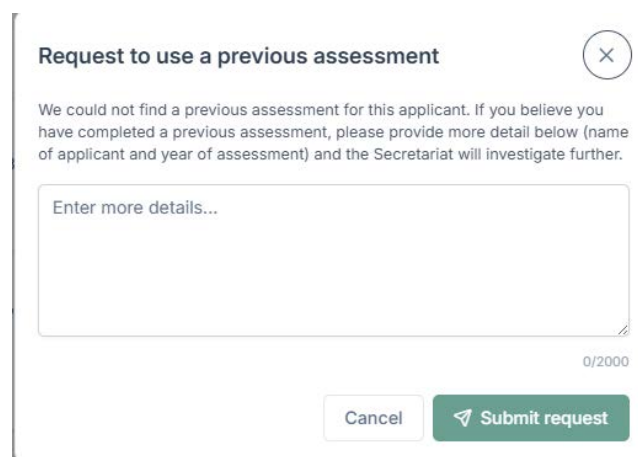
This is a Read Only copy of your assessment form which can be downloaded at any time and will remain available after your assessment is submitted.



Use a previous assessment

From the drop-down menu in any assessment, you can select **Use a previous assessment**. If our system can find a previous assessment that you have provided for this applicant, it will import it for you to edit and review. Please do make sure that your assessment takes into consideration any new cases the applicant is referring to.

If the system does not find a previous assessment on record, but you believe you have submitted one, just give us the applicant's name and the year you provided the assessment, and we will investigate further.

A screenshot of a dialog box titled 'Request to use a previous assessment'. The dialog has a close button (X) in the top right corner. The main text reads: 'We could not find a previous assessment for this applicant. If you believe you have completed a previous assessment, please provide more detail below (name of applicant and year of assessment) and the Secretariat will investigate further.' Below this text is a text input field with the placeholder 'Enter more details...'. At the bottom right of the input field, there is a character count '0/2000'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit request'.

Extension Request

If you need more time to complete an assessment, you can let us know by requesting an extension via the drop-down menu.

Request an extension ✕

Please tell us why you'd like an extension and to what date

I would like an extension of 2 days please.

43/2000

Declining the assessment

If you are unable to provide the assessment for the applicant, you can select the Decline option from the drop-down menu. Please let us know why you need to decline.

Decline this assessment ✕

Please tell us why you are unable to complete this assessment

I do not know this applicant.

29/2000

Contacting KCA

If you have any further questions or need any assistance, you can always contact us on 0207 831 0020, or at assessments@kcappointments.org