PROCTORED FINAL EXAM INSTRUCTION

INSTRUCTION TO STUDENT

Your state requires your final exam be administered with a test proctor. When you are ready to take the final exam you need to contact school to arrange the proctored exam. A test proctor is a 3rd party NOT related to you by blood, marriage or any other relationship, which would influence him/her from properly administering the examination. Further a test proctor may NOT be a licensed appraiser who has knowledge on the course.

The test proctor must certify (fill out the certification form online) that you are the person taking the final examination. Before the final exam, a test proctor certification form will be popped up. A test proctor must provide his identity information, which includes name, address, telephone number and an identification card (such as driver license's number). This information will be available for State’s audit purpose upon request by the state.

INSTRUCTION TO TEST PROCTOR

The enclosed examination is for the purpose of determining if the student will receive appraisal education credits. Your state requires the student to take the final exam in accordance to below rules.

As a sponsor’s designated test proctor, you should read, review with the student and follow the following rules under which the examination is to be administered.

You the designated test proctor, may not be related by blood, marriage or any other relationship to the student taking this examination, which would influence you from properly administering the examination. Further, you are not a licensee in the field.

EXAM TIME:
The exam time for each course is stated in your course completion instruction window for each course. It ranges from 30 minutess to 4 hours. You will be graded either when you click the “grade-exam” button or the time is reached.

RULES IN TAKING FINAL EXAMINATION

Test proctor shall establish the following final examination rules for approved offerings:
(a) Student to present a picture ID (e.g. Drivers License) before taking the examination.
(b) Exam is closed book, student is not allowed to reference to any printed material.
(c) Student shall not communicate with any person except the test proctor.
(d) Copying questions and making notes from a final examination is prohibited.
(e) Examination questions shall NOT be reviewed with students before, after or during the course by the test proctor.