

Livestream Course Final Exam Proctoring Policy

McKissock Appraisal Qualifying Education

To receive credit for qualifying education courses required for an initial appraisal license, or to upgrade to a higher license level, you must successfully pass a proctored final examination for each course. This requirement is set by the Appraiser Qualifications Board of The Appraisal Foundation.

Each livestream course has a scheduled exam day. You should set aside time that day to take your proctored exam. Taking the exam on the exam date is not mandatory. But we've found in our years of experience that students who take the exam shortly after the class ends, and before another begins, are more successful. You have up to 90 days from the last day of class to pass the proctored final exam.

For each appraisal qualifying education course, you are required to take the final exam with a proctor. Do NOT attempt to enter a final exam until your proctor is present and actively monitoring you. If you take an exam without a proctor, you will receive a zero for the exam and will have used one of your permitted exam attempts. Please see below for the number of attempts permitted by course.

All final exams are closed book. Make sure you are fully prepared for the exam independent of course materials. You may not refer to course materials or outside resources (notes, internet, etc.) while taking your final exam. Once you start the exam, be prepared to finish it in its entirety.

Proctor Options

A proctor is an approved individual who administers an exam and upholds the integrity of the exam-taking process. They must be a disinterested third-party who monitors you while you take the exam from start to finish.

You have two proctor options:

- Use online proctoring through our proctor partner, MonitorEDU. They are available 24/7 except on USA national holidays, no appointments needed. The fee is \$15 per exam attempt.
- Find your own qualified in-person proctor to monitor you taking the online exam using the guidelines found [HERE](#). Some proctors charge a proctoring fee which is the responsibility of the student.

Finding a Qualified In-person Proctor

If you choose to find your own qualified proctor, you must read the guidelines on the [McKissock website](#). If your proctor is not qualified, any exam attempts taken with them will be lost and you will have to retake the exam in the presence of a qualified proctor.

Using MonitorEDU as an Online Proctor

To use MonitorEDU as an online proctor, you must have a stable internet connection, and you must have two internet-connected devices with cameras. You will use one device to take the exam, and the second device will be used to monitor the testing area. For example, you may take your exam on a tablet or

laptop/desktop and use your smartphone as the monitoring device. If you are unsure if your device will work, you can test them using the “How It Works” link on the [McKissock MonitorEDU webpage](#).

When you are ready to start your exam, follow these steps to connect with MonitorEDU:

1. Log into your [McKissock.com account](#) and go to My Courses.
2. Locate the appropriate course’s Final Exam.
3. Click the Open Course button.
4. Click through each page and read the required information for the livestream course final exam. Click the right arrow at the bottom, right-hand side of the screen to advance to the next page.
5. Click the MonitorEDU link found on the page titled Start Your Proctoring Session. Stay on that page in the course until you’ve connected with a proctor and they instruct you to advance.
6. On the MonitorEDU page, click Start Test – Connect to Proctor.
7. Provide the information requested and click Start Chat.
8. A proctor will reach out to you via chat and send you links to open a full video chat on both of your devices.
9. Once the chats are established, follow the directions of the proctor to click through the final exam affidavits.

Taking your Proctored Final Exam

On the page before you enter the exam, you will be required to sign some Pre-Exam Affidavits agreeing that you are the student on the account, you are the person who completed the course, and you have a proctor with you. You should NOT sign the affidavit if your proctor is not already present and monitoring you.

Other Requirements:

- Have a photo ID ready for verification.
- Do not have any course materials in your testing area. This is a closed book exam.
- You may use an HP 12c calculator or a basic calculator with no advanced functions or letters on the keypad. You may NOT use your phone’s calculator or any digital calculator.
- You may have blank scratch paper and writing utensils.
- You may NOT leave the exam area for any reason during the exam. If you leave during the exam, you will receive a 0% grade on that exam attempt.
- Do NOT enter the exam until you are in the presence of your MonitorEDU proctor or you will receive a 0% grade on that exam attempt.

Final exams have required time limits, pass rates, and permitted attempts, which vary by course. Please see below for details per each qualifying education livestream course.

Basic Appraisal Principles (30 Hrs)

50-Questions

2-Hour Timed Exam

70% Passing Score Required (Note: NC and FL mandate a 75% passing score.)

2 Attempts Permitted - Every exam attempt must be proctored.

Basic Appraisal Procedures (30 Hrs)

50-Questions

2-Hour Timed Exam

70% Passing Score Required (Note: NC and FL mandate a 75% passing score.)

2 Attempts Permitted - Every exam attempt must be proctored.

2020-2021 15-Hour National USPAP (15 Hrs) – (Extended until 2023)

50-Questions

1-Hour Timed Exam

74% Passing Score Required (NC and FL mandate a 75% passing score.)

3 Attempts Permitted - Every exam attempt must be proctored. (Note: NC only allows 2 attempts.)

Final exams consist of multiple-choice questions. Once in the exam, you will be presented one question per page. Use the Previous and Next buttons at the bottom of each screen to navigate through your exam and to change any answers PRIOR TO SUBMISSION. Once all questions are answered, you will click the Finish button to have the exam graded. You will receive your exam results immediately.

Students are NOT able to print exam questions or view exam questions after completion, such as missed questions, to protect the integrity of the exams. Exams may NOT be copied or reproduced in any way as this is considered cheating and may lead to expulsion.

After your Proctored Final Exam

You must pass one proctored final exam per qualifying education course to successfully complete the course and receive course credit. Once you pass your final exam, complete the end-of-course survey to receive your completion certificate. Your completion certificate will be released into your McKissock account as soon as Regulatory verifies your exam with your proctor. Online verification takes 1 to 2 business days.

If you do not pass the initial exam or if you take the exam without an acceptable proctor, you will be required to retake and pass another version of the final exam with an acceptable proctor present before you will be awarded credit. Any retake version of the final exam will be comparable to the initial exam with regards to the number of questions, overall difficulty, time limits, and pass rates.

Students who fail all permitted exam attempts for a course (including forfeited attempts due to entering a final exam without a proctor) will be required to retake the course in its entirety. You have options to re-enroll in the livestream version of the course for full price or be enrolled for free in a self-paced online version of the course, where available. For re-enrollment requests, contact Shelly Hoak at shelly.hoak@mckissock.com or 1-814-230-6009.

