

## Georgia Real Estate Final Exam and Proctor Policy

### IMPORTANT

**The State of Georgia requires (Rule 520-2.04-6) that the Course Final Exam for this course be proctored.**

All examinations must be administered under supervision to ensure that total security is provided for the examinations prior to, during, and after administration. Students are prohibited from copying or otherwise duplicating or reproducing examinations and examination questions. Examinations taken without proper supervision (as detailed below) may not be credited toward the required passing score in the course. The course final exam must be taken in the presence of an acceptable proctor and passed with the minimum required score (70% for Broker Prelicense, 75% for both Salesperson Prelicense and Post License) in order to complete the course.

Falsifying proctor information will invalidate your examination score and may possibly forfeit your right to be licensed in the state of Georgia. Students who take an examination without an acceptable proctor (as detailed below) will be required to complete and pass an additional attempt with an acceptable proctor present before they will be awarded credit for the course exam.

Attempts to defraud exam results or proctoring will be reported to directly to the Georgia Real Estate Commission and access to your course will be removed immediately.

## Proctor Guidelines

The course final exam must be taken and passed with the minimum required score (70% for Broker Prelicense, 75% for both Salesperson Prelicense and Post License) in order to complete the course. **Each attempt at the final exam must be supervised by an acceptable proctor as defined below.**

**An acceptable proctor is a disinterested third party with no conflict of interest who:**

- Verifies that the person taking the exam is the person who registered for the course;
- Observes the student taking the exam;
- Assures that the student does not use aids of any kind;
- Assures that any calculator used is nonprogrammable;
- Assures that the limitations on the final exam are not exceeded;
- Certifies to the provider that all requirements for the final exam have been met;
- Submits to the provider a signed statement to that effect, and;
- Assures that any student's mobile device, cell phone, or camera is shut down and put away while at the test site.

**Types of ACCEPTABLE PROCTORS include:**

- A certified librarian
- A public school administrator
- A college professor
- A monitor from a qualified online test monitoring service

Relatives, spouses, friends, neighbors, and co-workers are NOT acceptable proctors. Unless approved by the real estate commission as a real estate instructor or real estate school administrator, the proctor may NOT be a real estate licensee nor work in the real estate business. The proctor CANNOT be any past, present, or future employer of the student.

Please refer to page 4 for suggestions on how to go about finding an acceptable proctor.

## Exam Information

On the day of your exam:

- Bring a photo ID for verification.
- Provide your proctor with the “Proctor Instructions” from your course Documents.
- Do not bring any course materials – this is a closed book exam.
- You can use a calculator with no advanced functions or letters on the keypad.
- You will need your username and password to log into your account and access your exam.
- **YOU MAY NOT LEAVE THE EXAM AREA FOR ANY REASON DURING THE EXAM.**

The proctor must supervise you during the entire exam process and fill out an online form immediately upon completion of the exam. The online proctor form must be completed and verified before you will receive credit for successfully completing the course.

**DO NOT enter the exam** until you are in the presence of your proctor or the system will score you a 0% on that exam attempt. If you do not pass the exam for any reason or if you take the exam without an acceptable proctor, you will be required to complete and pass an additional attempt at the final exam with an acceptable proctor present before you will be awarded credit for the course exam.

After receiving your passing final exam score and the proctor form for the exam, we will contact the proctor via email for confirmation of their supervision of your exam. You must allow at least 2 business days for proctor verification. After receiving positive proctor confirmation, your exam score will be accepted and your course completion certificate will be activated in your account. At that time, we will upload your completion information to the Georgia Real Estate Commission.

Fore Salesperson and Broker Prelicense Students: Once your information has been submitted to the GREC, you may register for your state licensing exam with AMP ([www.goamp.com](http://www.goamp.com))AMP Will send you an email with instructions on scheduling your GA licensing exam after your registration has been processed.

### Tips for Finding a Proctor

As your exams are required to be proctored, we have devised a simple proctoring system for our students. Our past and present students in seven different states have used this system for the past several years with much success.

1. Look in the **yellow pages** for libraries and colleges. You can contact universities, state colleges, or community colleges. You can also try technical schools, high schools, or tutoring companies such as Sylvan Learning Centers.
2. **Search the internet** using [www.Google.com](http://www.Google.com) or the search engine of your choice. Online searches will provide phone numbers as well as directions:
  - a. Search for “libraries in ..... (fill in your city and state)” or go to <http://www.publiclibraries.com>
  - b. Search for “colleges in ..... (fill in your city and state)” or go to <http://www.univsource.com>
  - c. Search for a Sylvan Learning Center location at: <http://www.educate.com/centerfinder.html>

### Suggestions on when you should schedule your exam:

We recommend scheduling exams within our office hours so that assistance is available should you experience a problem. If you decide to schedule your exam after hours, phone support will not be available. Allow approximately one minute per question (example: a 100-question exam would require about 90-120 minutes).

### Proctoring Fees

Generally, public libraries do not charge to proctor exams, while most universities, colleges, and Sylvan Learning Centers will charge anywhere from \$5 - \$100. **You are responsible for any proctoring fees associated with having your exam proctored.**

Good luck on your exam, and please let us know if you need further assistance!