



# Georgia Real Estate Course Proctor Instructions

**\*IMPORTANT\***

Thank you for your willingness to proctor a final exam for one of our students.

The State of Georgia requires that each attempt at the final exam must be supervised by a proctor. 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.

Distance Learning has strict policies regarding proctor selection. **An acceptable proctor is a disinterested third party with no conflict of interest who:**

- Verifies that the person taking the exam is the person 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.

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. The proctor CANNOT be any past, present or future employer of the student.

Here is how the exam process works:

1. The final exam is an online exam, therefore, our student will need access to a computer with an internet connection. The final exam consists of 100 questions, so the student should take about 90-120 minutes to complete the exam. If possible, exams should be scheduled during our regular business hours in the event you or the student encounter an issue with the exam: Monday – Friday 8:00 am – 5:00 pm (Central). Exams may be scheduled outside of those hours, however, please be aware that only email support will be available.
2. When the student arrives, please check his/her photo ID and verify the student is who is scheduled to take the exam. Once at the computer, the student will log into his/her online account at [www.realestateexpress.com](http://www.realestateexpress.com) using a unique username and password. The student will open his/her course and navigate to the final exam. A message will appear with a reminder that a proctor must be present, and it will ask the student to confirm that he/she has met the required conditions for taking the exam. At that point, the exam will begin.
3. This is a **closed book exam**. The student cannot use any materials or access any other websites while taking the exam. Students are allowed to use a simple calculator without advanced functions and may ask for scratch paper for any math problems.



4. If the student passed the exam, an online form will appear on the computer screen after the exam that you, the proctor, must fill out. We will use the contact information entered in this form to contact you via email for confirmation of your participation in the supervision of this exam. You should receive this email within 20 minutes of filling out the online form.
5. When you receive that verification email, please respond promptly. We will be unable to process the student's completion until we have received a reply to that email with your confirmation. If you do not receive an email from us requesting proctor confirmation, please contact us via the phone number or email address below.

We appreciate your time and assistance in fulfilling this state requirement. Please let us know if you have any questions.

Sincerely,

Student Services  
**Real Estate Express**  
866-739-7277  
[realestateexpresssupport@expressschools.com](mailto:realestateexpresssupport@expressschools.com)  
**realestateexpress.com**