

1. Setting Up Your Proctor Exam

Students located outside the Chicagoland and Suburban area may make arrangements for a proctored final exam. Off-site proctor exam requests must be submitted a minimum of 10 WORKING DAYS PRIOR TO YOUR DESIRED FINAL EXAM DATE. Students are responsible for engaging the services of their proctor. Proctors must be a disinterested third party and cannot be related in any way to the student. Students may not take a final exam proctored by their broker or anticipated broker. Approved proctors are local librarians, local Board of REALTORS® staff, high school, community college, jr. college, college or university representatives; corporate trainers or training directors.

PROCTORS MUST BE 3RD PARTY IMPARTIAL PERSONS. PROCTORS USING PERSONAL EMAIL WILL NOT BE APPROVED, ALL EMAIL ADDRESSES MUST BE ASSOCIATED WITH AN APPROVED SITE.

2. Off-site Continuing Education Proctor Exam Steps:

1. Select a proctor and testing location
2. Determine a date and time for your exam with your proctor
3. Complete part 3 of this form
4. The proctor must sign the form
5. Fax/scan and email form to contact information below

3. Student and Proctor Information

STUDENT INFORMATION

Student First Name: _____ Last: _____

Date of Exam Appointment: _____

Once set, students must adhere to this exam appointment date. (MUST BE A MINIMUM OF 10 DAYS FROM SUBMISSION OF THIS FORM TO RRES.)

Course Title(s) _____

PROCTOR INFORMATION

Proctor First Name: _____ Last: _____

Business Name: _____ Phone: _____

Email: _____

*Proctor will receive an email with the exam and answer sheet as an attachment.**

Proctor Signature: _____ Date: _____

FAX TO: Distance Learning Coordinator at (312) 506-1831 or EMAIL TO: info@rres-online.com

STUDENT SECTION

Date of Exam Appointment: _____

Student First Name: _____ Last: _____

PROCTOR SECTION

Thank you for agreeing to proctor this final exam(s) for the student named above. Please:

1. Check the student's photo ID
2. Provide a quiet place, away from distractions to take this exam
3. Allow no electronic devices of any kind
4. Ask the student to place all personal items under their chair
5. Allow a maximum of 3½ hours for the exam
6. Do not coach or answer exam questions for the student

Proctor affidavit: I have complied with and fulfilled all of the aforementioned obligations:

Proctor Signature: _____ Date: _____

RETURNING THE EXAM

Please do not copy or give the student the final exam or their score sheet to return to our offices. Final exams are the property of REALTORS® Real Estate school and must be returned. Please collect the final exam and the student completed score sheet. Please verify all information on the score sheet has been properly completed.

WITHIN 48 HOURS PLEASE RETURN THE EXAM MATERIALS ALONG WITH THIS FORM TO:
Distance Learning Coordinator, 430 North Michigan Ave., Suite 800, Chicago IL 60611

The student has been advised that for security purposes and fastest service their exam packet should be returned via overnight delivery. All fees incurred for this service are the responsibility of the student. Upon receipt we will grade the student exam and forward their certificate of completion.

INTERNAL STAFF/EXAM INSTRUCTIONS

When the exam packet is received:

1. Grade Exam
2. Notify student of the results via email
3. Enter the grade in Rapattoni
4. Forward the transcript/completion certificate

Staple the original proctor request, the registration verification printout and this form to the final exam score sheet. File under Distance Learning Students.

Completed by: _____ Date: _____
Staff Representative