



Thank you for contacting OCL Real Estate LLC dba OnCourse Learning Real Estate.

If the course is asking for a proctor code, you are required to have your proctor fill out the provided Proctor Form for each of your exams.

#### The Proctor:

Per Arkansas Regulation, students are required to take their Appraisal exams with a State-Approved Proctor.

**Please see attached for the requested Proctor Form.**

#### Before the Exam:

- Arrange a time with the proctor to take the exam.
- Present the proctor with a valid ID such as driver's license, student ID, state ID or passport.
- Find a quiet area where the exam can be taken with little distraction.
- The exam is online. Only a basic calculator and a calendar are permitted during the exam.

#### During the Exam:

- The exam can be taken on any computer (as long as a proctor is present).
- Please login to your course page and scroll down to see the final exam. A box will pop up requesting the proctor code. Have the instructor type in the proctor code.
- The first and second slides of the exam will state if there is a duration for the exam.
  - When the time expires, the exam will time out.

#### IMPORTANT NOTICE ON EXAM TIME-OUTS

*OnCourse Direct, our Learning Management System, requires that each question be answered in 5 minutes. If a question is unanswered after 5 minutes, the exam will be timed out. When this occurs, the exam becomes inactive. Students must receive a new proctor code and start the exam from the beginning.*

Please contact 800-532-7649 with any questions.



ARKANSAS  
APPROVED PROCTOR LOCATIONS

LOCATION	CONTACT	ADDRESS	EMAIL	PHONE
BARTON LIBRARY	NANCY ARN	200 E 5th Street El Dorado, AR 71730	<a href="mailto:narn@bartonlibrary.org">narn@bartonlibrary.org</a>	870-863-5447
BENTONVILLE PUBLIC LIBRARY	HEATHER HAYS	405 S Main Street Bentonville, AR 72712	<a href="mailto:hhays@bentonvillear.com">hhays@bentonvillear.com</a>	479-271-5976
BOYD T MOLLIE LIBRARY		100 East Academy Paris, AR 72855	<a href="mailto:parlib@centurytel.net">parlib@centurytel.net</a>	479-963-2371
LYON COLLEGE	ANNETTE CASTLEBERRY	2300 Highland Rd. Batesville AR 72501	<a href="mailto:annette.castleberry@lyon.edu">annette.castleberry@lyon.edu</a>	870-307-7227
NATIONAL PARK COMMUNITY COLLEGE	SUZY STILL	101 College Drive Hot Springs National Park, AR 71913	<a href="mailto:testingcenter@np.edu">testingcenter@np.edu</a>	501-760-4222
PIGGOTT PUBLIC LIBRARY	GAY JOHNSON	361 W Main St. Piggott, AR 72454	<a href="mailto:piggott@mylibrarynow.org">piggott@mylibrarynow.org</a>	870-598-3666
SALINE COUNTY LIBRARY	BRAD CRUMBY	1800 Smithers Drive Benton, AR 72015	<a href="mailto:bradc@salinecountylibrary.org">bradc@salinecountylibrary.org</a>	501-778-4766
SPRINGDALE PUBLIC LIBRARY	MARTHA ALCOTT	405 S. Pleasant Street Springdale, AR 72764	<a href="mailto:proctoring@springdalelibrary.org">proctoring@springdalelibrary.org</a>	479-750-8180
UNIVERSITY OF ARKANSAS	DR. ANGELA ELSASS	208 Peabody Hall, Fayetteville, AR 72701	<a href="mailto:aelsass@uark.edu">aelsass@uark.edu</a>	479-601-2722
WILLIAM F. LAMAN	CRAIG GERALD	2801 Orange Street North Little Rock, AR 72114	<a href="mailto:Craig.gerard@lamanlibrary.org">Craig.gerard@lamanlibrary.org</a>	501-758-1720

# Proctor Form

*Course and Student Information* (please complete all information)

Name of Course(s): \_\_\_\_\_

Name (Last, First MI)

Date of Birth

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

Email Address

\_\_\_\_\_

\_\_\_\_\_

----- **This section must be completed by proctor** -----

*Proctor Information* (please complete all information)

Name (Last, First MI)

\_\_\_\_\_

Job Title/Position

Organization

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

Email Address

\_\_\_\_\_

\_\_\_\_\_

**Instructions to proctor:** Please complete and return this form to [proctor@oncourselearning.com](mailto:proctor@oncourselearning.com)

I understand and acknowledge that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the student, which would influence me from properly administering the examination.
2. The student will show me positive photo identification prior to beginning the examination.
3. The student will not receive any assistance and have no access to books, notes or reference material.
4. The examination will not be compromised, copied, or recorded in any way or by any method.
5. OCL Real Estate LLC has provided me the relevant state requirements for a proctoring location and that this examination shall be proctored at a location qualifying under such state requirements and approved by OCL Real Estate LLC.

\_\_\_\_\_  
Signature of Proctor

\_\_\_\_\_  
Date