



TEXAS PROCTOR GUIDELINES

Thank you for agreeing to proctor our student. Below you will find the guidelines for proctoring an OnCourse Learning Real Estate student.

EXAMINATION PROCTOR'S QUALIFICATIONS

This person cannot be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student. The Texas Real Estate Commission (TREC) has identified the following as acceptable:

- A) *employees at official testing or learning/tutoring centers;*
- B) *librarians at a school, university, or public library;*
- C) *college or university administrators, faculty, or academic advisors;*
- D) *clergy who are affiliated with a specific temple, synagogue, mosque, or church;*
- E) *educational officers of a military installation or correctional facility;*
(T.A.C. 535.65 (h)(5))
- F) *notaries approved by Texas;*
- G) *members of the court system (judges, JP magistrates, or prosecutors); or*
- H) *law enforcement officers (sergeants, lieutenants, or captains).*

We reserve the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The student must comply with any payment schedule that may be required by the approved proctor or testing center.

PROCTORING TESTING AND INSTRUCTIONS

Before the Exam:

- Arrange a time for student to take exam
- Return Certificate of Test Proctor form
- Check your email for a proctor code sent by an AHIT school administrator
- Verify the student's identification through a driver's license, student ID, etc. (T.A.C. 535.65(h)(4)(B)(ii))

Administering the Exam:

- Find a quiet area where the exam can be taken with little distraction
- Proctors must be present at the test site to monitor the student (T.A.C. 535.65(h)(4)(B)(i))
- ***If a student closes out of an exam at any time, a new proctor code will need to be secured during business hours (M-F 8:00am-5:00pm CST).***

Following the Exam:

- Any student who does not achieve a score of 70% or better must retake the examination no earlier than three calendar days after the original test date (T.A.C. §535.65(i)(1)(A))
- Students should work with their proctor to acquire a new proctor code for any retakes



CERTIFICATION OF TEST PROCTOR

COURSE AND STUDENT INFORMATION

Name(s) of Course(s):

Name (Last, First, MI):

Date of Birth:

Phone:

Email:

Home Address:

City:

State:

ZIP Code:

PROCTOR INFORMATION

Name (Last, First, MI)

Organization Name:

Organization Address:

City:

State:

ZIP Code:

Phone:

E-mail:

INSTRUCTIONS FOR PROCTOR

Please complete and return this certification via email or fax (proctor@oncourselearning.com or 770.919.9979). Proctor codes will be sent via email to the proctor.

I understand that:

1. I must be 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 must show me positive photo identification prior to beginning the examination.
3. The student cannot receive any assistance and have no access to books, notes or reference material.
4. The examination cannot be compromised, copied, or recorded in any way or by any method.

I certify that I am: (please select one of the following)

- an employee at an official testing or learning/tutoring center.
- a librarian at a school, university, or public library.
- a college or university administrator, faculty, or academic advisor.
- clergy who is affiliated with a specific temple, synagogue, mosque, or church.
- an educational officer of a military or correctional facility.
- a notary approved by the state of Texas.
- a member of the course system (judge, JP magistrate, or prosecutor).
- a law enforcement officer (sergeant, lieutenant, or captain).

Signature of proctor:

Date: