## **Online Proctored Exams**

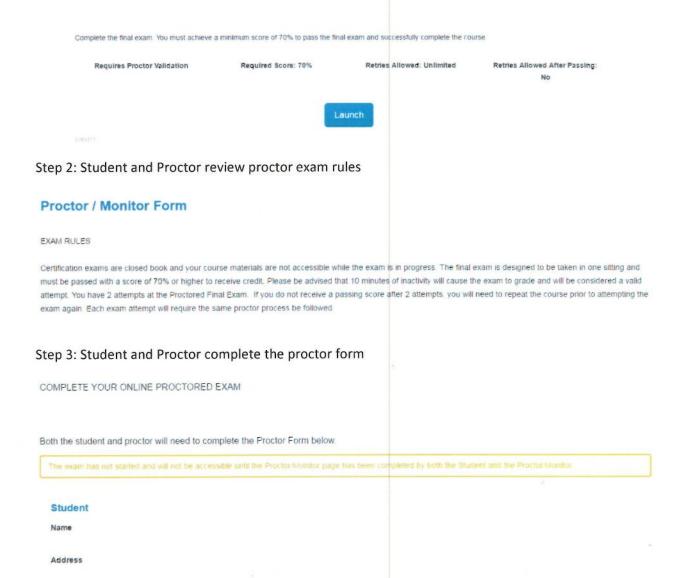
The Texas Real Estate Commission (TREC) requires a proctored course final for your course(s). You will need to arrange for the proctor\*. According to TREC rules, a proctor can be any of the following:

- 1. employees at official testing or learning/tutoring centers;
- 2. librarians at a school, university, or public library;
- 3. college or university administrators, faculty, or academic advisors;
- 4. clergy who are affiliated with a specific temple, synagogue, mosque, or church; and
- 5. Educational officers of a military installation or correctional facility.

<sup>\*</sup>A person who is present at the test site or able to monitor the student through the use of technology and who has positively identified that the student taking the exam is the student registered for the course.

Step 1: Student logs into their account and selects the course name.

Step 2: Student clicks on the exam icon to bring up the exam information and a launch exam icon. Click on the launch exam button



Proctor / Monitor		
First Name	Last Name	
Address 1		
Address 2		
City	State	Zip Code
Phone Number		
Company Name		
Relation To Student		
Exam Site		
Exam site		
To be completed by the Student: I hereby affirm that		
I personally completed the course material(s) in its entirety     I acknowledge a Proctor/Monitor is required and must be present	nt for the duration of this exam.	
I affirm.		
To be completed by the Proctor/Monitor:		
I hereby affirm that		
The identity of the student has been verified, per requirements. The exam must be completed by the student without access to	he course materials, notes, or assistance	e of any kind.
□ I affirm.		
Cancel Start Exam		
ep 4: Launch the exam by clicking "Start E	xam"	

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