

## 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.

\*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

Complete the final exam. You must achieve a minimum score of 70% to pass the final exam and successfully complete the course.

Requires Proctor Validation

Required Score: 70%

Retries Allowed: Unlimited

Retries Allowed After Passing:  
No

Launch

2/18/2021

Step 2: Student and Proctor review proctor exam rules

### Proctor / Monitor Form

#### EXAM RULES

Certification exams are closed book and your course materials are not accessible while the exam is in progress. The final exam is designed to be taken in one sitting and must be passed with a score of 70% or higher to receive credit. Please be advised that 10 minutes of inactivity will cause the exam to grade and will be considered a valid attempt. You have 2 attempts at the Proctored Final Exam. If you do not receive a passing score after 2 attempts, you will need to repeat the course prior to attempting the exam again. Each exam attempt will require the same proctor process be followed.

Step 3: Student and Proctor complete the proctor form

#### COMPLETE YOUR ONLINE PROCTORED EXAM

Both the student and proctor will need to complete the Proctor Form below.

The exam has not started and will not be accessible until the Proctor/Monitor page has been completed by both the Student and the Proctor/Monitor.

#### Student

Name

Address

**Proctor / Monitor**

First Name

Last Name

Address 1

Address 2

City

State

Zip Code

Phone Number

Company Name

Relation To Student

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 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 the course materials, notes, or assistance of any kind.

I affirm.

Cancel

Start Exam

Step 4: Launch the exam by clicking "Start Exam"

Cancel

Start Exam