

# Proctor Information Sheet

- Please note that falsifying proctor information will forfeit your right to finish this course and possibly your right to be licensed in the State of South Carolina.

## Instructions

A proctor must be present before, during and after the exam.

1. This is a closed book exam. No materials of any kind are allowed during the final exams except for a calculator.
2. You must have your exam proctored at a state approved educational facility (see #3 below). Your proctor should be a professional business person or educator and employed at the educational facility.
3. Types of ACCEPTABLE educational facilities include:
  - a. Local public library
  - b. Local community college or university
  - c. Learning center
  - d. Local high school
4. Types of UNACCEPTABLE proctor facilities and/or proctors include:
  - a. Education centers at businesses
  - b. Anyone working in the real estate industry
  - c. Realtors offices
  - d. Real Estate Schools
  - e. Real Estate Broker
  - f. Real Estate Instructor
  - g. Anyone related to you by blood, marriage or any other relationship.
5. On the day of your exam: Bring a photo ID for verification.
6. Do not bring any course materials; this is a closed book exam.
7. You can use a calculator with no advanced functions or letters on the keypad.
8. You will need your username and password to log into your account and access your Final Exam.

*Exams taken with an unacceptable proctor will not be accepted and will be forfeited with a grade of 0%. For assistance with finding a proctor, see the next page.*

Important info:

- You may not leave the exam area after you have started your Final Exam!

- The Proctor must supervise you during the entire process and fill out an online form immediately upon start or completion of the exam.
- Again, it must be taken at an educational facility.
- The Proctor form must be completed in order for your course completion to be sent to PSI.
- If you have not gotten it signed by the time you receive your certificate, you will be contacted by our support team.
- **You cannot take your state exam without your proctor signing the online form.**

## Tips on Finding a Proctor

As your course final exam is required to be proctored, we have some advice on where to find a proctor.

1. Look in the yellow pages for libraries and colleges. You can contact universities, state colleges, or community colleges.
2. You can also try technical schools, high schools, or tutoring companies such as Sylvan Learning Centers
3. Search the internet using [www.Google.com](http://www.Google.com), or the search engine of your choice. Online searches will provide phone numbers as well as directions:
  - a. Search for "libraries in \_\_\_\_\_ (fill in your city and state)" or go to <https://publiclibraries.com/> for "colleges in \_\_\_\_\_ (fill in your city and state)" or go to <https://www.univsource.com/#>
  - b. Search for a Sylvan Learning Center location at: <http://www.educate.com/centerfinder.html>
4. Suggestions on when you should schedule your course final exam:
  - a. We recommend scheduling exam during our office hours, found [here](#).
  - b. If you decide to schedule your exam on an evening or weekend, phone support will not be available.
  - c. Allow approximately one minute per question (example: a 50 question exam would require 50 - 60minutes).
  - d. Proctoring Fees: Generally, public libraries do not charge to proctor exams, while most universities, colleges and Sylvan Learning Centers will charge anywhere from \$5 -\$100.
    - i. You are responsible for any proctoring fees associated with having your final exam proctored. Good luck on your course final exam and please let us know if you need further assistance!
    - ii. <https://support.aceableagent.com/hc/en-us>