



## Appraisal Qualifying Education Exam Proctoring Policy

To obtain an Appraisal license or upgrade to a higher license level you are required to take and pass a proctored final examination. A proctor is an approved person that administers an exam and upholds the integrity the exam-taking process.

You can choose a live proctor or an e-proctor, depending on your state requirements. Exception are Florida, Georgia, and Illinois. We recommend you confirm with your state’s governing agency which form of proctor is required.

### Proctor Qualifications

A proctor is an approved person that administers an exam and upholds the integrity the exam-taking process. It is the student’s responsibility to find their own proctor. Short of providing suggestions of types of people who could be asked, McKissock cannot provide any further assistance in finding a proctor.

Exceptions are the states of:

- Arkansas where pre-approved proctors must be used. See the section “proctor lists” below for information on these requirements. Arkansas students must take a paper exam so that proctor locations can be verified.
- Florida does not allow paper exams. All proctored exams must be taken online through the E-Proctor system.
- Georgia does not allow E-proctored exams. Exams must be taken on paper. See the section “live proctored exams below”.
- Illinois does not allow E-proctored exams. Exams must be taken on paper. See the section “live proctored exams below”.
- New York where pre-approved proctors must be used. See the section “proctor lists” below for information on these requirements.

For guidelines on who is an eligible proctor, see below.

Examples of people who could serve as a proctor would be librarians, teachers, police officers, community volunteers, religious leaders, or someone who works in the public service industry.

Ineligible proctors would be family, your supervisor, a co-worker, or someone with whom you intend to be employed.

The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. If audited, you would not want your proctor choice to stand between you and your career.



If you are taking the exam online (e-proctor) your proctor will be required to register before they can proctor your exam. Click [HERE](#) to access the Proctor Registration form.

### Live proctored exam (paper exam)

All McKissock paper proctored exams are emailed to the proctor approximately 24 hours prior to the proctor appointment and must be mailed back to McKissock in their entirety (including the proctor sign-off sheet and any scratch papers used during the exam). Proctors must register prior to receiving the exam.

Test results: The entire exam must be mailed via postal mail within 24 hours of completion and will be graded upon receipt. This process could take up to 10 days.

Proctor: The proctor will need to fill out and sign the proctor sheet included with the test to verify their presence.

Timer: The proctor is responsible for keeping time.

Record keeping: Results are entered into the system once the test is received and corrected. Students will be notified of a pass or fail grade via a phone call.

Other information:

Students can review answers, skip questions, and go back through the test, as necessary. Florida Appraisal Qualifying Education does not allow paper examinations.

**\* Students are not permitted access to paper exams without a proctor present and may not, for ANY reason make copies of the exam or take the exam from the proctor environment.**

### E-proctored exam

McKissock E-proctored exams are taken online and accessed from the student online account. Proctors must register prior to administering the exam.

Test results: Your test results are given immediately upon completion of the test.

Proctor: You will sign into your McKissock account and click on E-Proctor. The proctor will then create a username and password to sign in. Click [HERE](#) to access the Proctor Registration form.

Timer: The electronic platform will keep time for you.

Record keeping: Test results are automatically recorded, and you will be able to print out your certificate if you pass.

Other information:

- Once you submit an answer, you cannot make any changes. You may not go back to previous questions and cannot skip questions.
- Only appraisal qualifying education courses in all states except Georgia and Illinois are allowed e-proctored exams.

### **Setting up your proctored exam**

The course must have a completion status before taking a proctored exam.

An E-proctored exam is a proctored exam you take on-line. It is easily and readily available to you in your online account upon course completion, and results are available immediately.

To access your E-proctored exam, you will log in to your account as if you were preparing to take a course.

You will find your completed courses under the “My Courses” tab. The Open Course button is now “Proctored Exam”. Upon clicking that box, it will prompt for a proctor username and password.

Your Proctor will need to be present to enter their username and password, or, if this is their first time proctoring an exam, he or she can click the link under the sign-in boxes and register to be your Proctor ([E-Proctor online registration form](#)).

**It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:**

- The identity of the student was verified using photo identification to ensure that only the registered individual completes the exam.
- The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned off.
- The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, Internet searches, blogs, instant messaging, etc. are prohibited.
- The proctor personally observed the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- The proctor will verify that only the allotted amount of time is spent completing the exam. The specific time limit for exams varies per course and will be shown to the Proctor at the top of each exam.

- The proctored location provided an environment conducive to test-taking and remained free of disruptions.
- The proctor maintained the security of the exam log-in and password.

Please note: McKissock is only able to provide a pass/fail grade for your exam. No percentage grades can be provided.

Need a paper exam faxed or e-mailed to your proctor? Contact our Customer Loyalty Department, and one of our Education Specialists will be happy to transmit the exam to your proctor.

### **Proctor Lists**

The states of Arkansas and New York require that students use proctors ONLY from an approved proctor list. These two states also have separate proctor policies.

You can access the proctor policies here for:

Arkansas - The Arkansas Appraiser Licensing & Certification Board requires providers to have pre-approved proctors.

\*McKissock requires students to complete a paper examination in order to verify proctor locations.

New York click [HERE](#).

You can access the proctor lists here for:

Arkansas click [HERE](#).

New York click [HERE](#).

### **Timing from Course Completion**

Students must take their proctored course final exam within 3 months (90 days) of completing their course chapters.

### **Test Format and Exam Time Limits**

All Appraisal final proctored exams consist of multiple-choice questions. The number of questions varies depending upon the course.

All proctored exams have time limits, which vary depending upon the length of the course (longer courses allow longer times for proctored exams).

15-hr courses – 1 hour (except Commercial Appraisal Review and Expert Witness which are 1.5 hours)

20-hr courses – 2 hours

30-hr courses – 3 hours

60-hr course – 5 hours

### **Number of Exam Attempts**

The number of exam attempts varies by state requirement and license type. If you do not pass the exam within the designated number of attempts your course will be uploaded again (free of charge) and you will need to go through the course again to gain another set of attempts.

Many states for appraisal pre-licensing and upgrade exams have three attempts. The only exceptions are Florida and Georgia, which only allows 2 exam attempts.

The states that require exams for real estate have a varying number of attempts. We recommend visiting your state's license requirements pages for more information.

## FAQs

[Why does my course require a proctored exam?](#)

[What is a proctor and why do I need one?](#)

[How long after I complete my course do I have to take the proctored final exam?](#)

[If I bought several Appraisal licensing or upgrade courses at one time, am I able to wait to take all my proctored exams at once? Or do I have to take them in order?](#)

[Who can be my McKissock exam proctor?](#)

[I found an appropriate proctor to proctor my exam. How does my proctor register as a proctor for McKissock?](#)

[How does my proctor log in?](#)

[How does my proctor reset their password?](#)

[How do I get my proctored exam?](#)

[Does McKissock provide a list of approved proctors?](#)

[Which states allow/require E-proctoring vs. paper exam?](#)

[If I choose to take my proctored final exam with an E-proctor, is my proctor required to be physically present with me or can they be remote?](#)

[Where can I take my proctored exam?](#)

[How many attempts do I have to pass my proctored exam?](#)

[Does my proctor have to sign/verify documentation after completing the exam?](#)

[What is the difference between live proctored \(paper\) exams and E-proctored exams?](#)

[What is the format for my proctored exam?](#)

## Why does my course require a proctored exam?

You are required to successfully pass a proctored exam for the following license and education types:

- To obtain an Appraisal license or upgrade (Qualifying Education)
- All IL Online Courses for Home Inspectors

All proctor exam requirements are set by an individual state's licensing agency for any given license type. McKissock does not impose any requirements on students that are not mandated by that state's regulating agency.

Some states require or prohibit either online or paper exams. You can view the requirements on the state requirements page on our website. Most states allow you to choose if you prefer a paper or e-proctored exam. Here is a list of exceptions:

- Arkansas appraisal license or upgrade – does not allow E-proctored exams. Exams must be taken on paper as Arkansas requires exams be taken ONLY at pre-approved locations.
- Florida appraisal license or upgrade – does not allow paper exams. All proctored exams must be taken online through the E-proctor system.
- Georgia appraisal license or upgrade – does not allow E-proctored exams. Exams must be taken on paper.
- Illinois appraisal license or upgrade – does not allow E-Proctored exams. Exams must be taken on paper.

All paper proctored exams are emailed to the proctor approximately 24 hours before the scheduled exam and must be mailed back to McKissock in their entirety (including the proctor sign-off sheet and scratch papers). Students are not allowed access to paper exams without a proctor present and may not, for ANY reason, make copies of the exam or take the exam from the proctor environment.

Exams can be mailed to:

218 Liberty Street,  
Warren, Pa, 16365

or

P.O. Box 1673,  
Warren, Pa, 16365

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## What is a proctor and why do I need one?

Some professions require that your final exam be monitored. That monitoring is called proctoring. A proctor is an approved person that administers an exam and upholds the integrity the exam-taking process.

You are required to successfully pass a proctored exam for the following license and education types:

- To obtain an appraisal license or upgrade (Qualifying Education)
- All IL Online Courses for Home Inspection.

Ineligible proctors would be family, your supervisor, a co-worker, or someone with whom you intend to be employed.

Examples of people who could serve as a proctor would be librarians, teachers, police officers, community volunteers, religious leaders, or someone who works in the public service industry.

The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. If audited, you would not want your proctor choice to stand between you and your career.

Proctor duties include, but are not limited to:

- Check your photo ID before you login to take your exam
- Verify that you did not bring any materials into the exam or have any materials in your possession while taking the exam which includes your cell phone
- Verify that you did not leave the testing site during the exam
- Verify that you were not on your phone or accessing other websites or materials during the exam
- Verify that you did not talk with or have contact with anyone while taking your exam
- Collect any scratch paper or materials that you may have used to work math problems

You can view the proctor requirements on the state requirements pages on our website.

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## How long after I complete my course do I have to take the proctored final exam?

Students have 3 months (90 days) to take their proctored final exam after course completion.

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### **If I bought several Appraisal licensing or upgrade courses at one time, am I able to wait to take all my proctored exams at once? Or do I have to take them in order?**

McKissock licensing and upgrade courses have been set to the AQB recommended order for completion. The courses are set up as pre-requisites and require that you take them in the order recommended by AQB. Each course that is a pre-requisite must be completed, including passing the final exam, before a student can access and begin the next course.

If you purchase one course alone, there will not be a pre-requisite set in the course. If you purchase multiple courses individually, in a package or through the Appraisal Licensing Unlimited Learning Subscription, your courses would need to be completed in the recommended pre-requisite order.

This order is set to assist students in taking the basic courses first to build basic knowledge and have a foundation before moving on to more advanced courses. You can view the recommended order [HERE](#).

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### **Who can be my McKissock exam proctor?**

Some professions require that your final exam be monitored. That monitoring is called proctoring. A proctor is an approved person that administers an exam and upholds the integrity the exam-taking process.

You are required to successfully pass a proctored exam for the following license and education types:

- To obtain an appraisal license or upgrade (Qualifying Education)
- All IL Online Courses for Home Inspection.

Ineligible proctors would be family, your supervisor, a co-worker, or someone with whom you intend to be employed.

Examples of people who could serve as a proctor would be librarians, teachers, police officers, community volunteers, religious leaders, or someone who works in the public service industry.

The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. If audited, you would not want your proctor choice to stand between you and your career.

Proctor duties include, but are not limited to:

- Check your photo ID before you login to take your exam

- Verify that you did not bring any materials into the exam or have any materials in your possession while taking the exam which includes your cell phone
- Verify that you did not leave the testing site during the exam
- Verify that you were not on your phone or accessing other websites or materials during the exam
- Verify that you did not talk with or have contact with anyone while taking your exam
- Collect any scratch paper or materials that you may have used to work math problems

You can view the proctor requirements on the state requirements pages on our website.

[Learn how to obtain your proctored exam.](#)

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### **I found an appropriate proctor to proctor my exam. How does my proctor register as a proctor for McKissock?**

If you have found a new proctor who has never proctored an exam for McKissock, they must register and create a proctor login. This can be done from inside the course. When you login to the exam. Below the sign-in is a link that the proctor can click that will take him/her to a form on the McKissock site where he/she will enter their information.

The form can also be accessed [HERE](#).

The proctor will be asked to attest to the following:

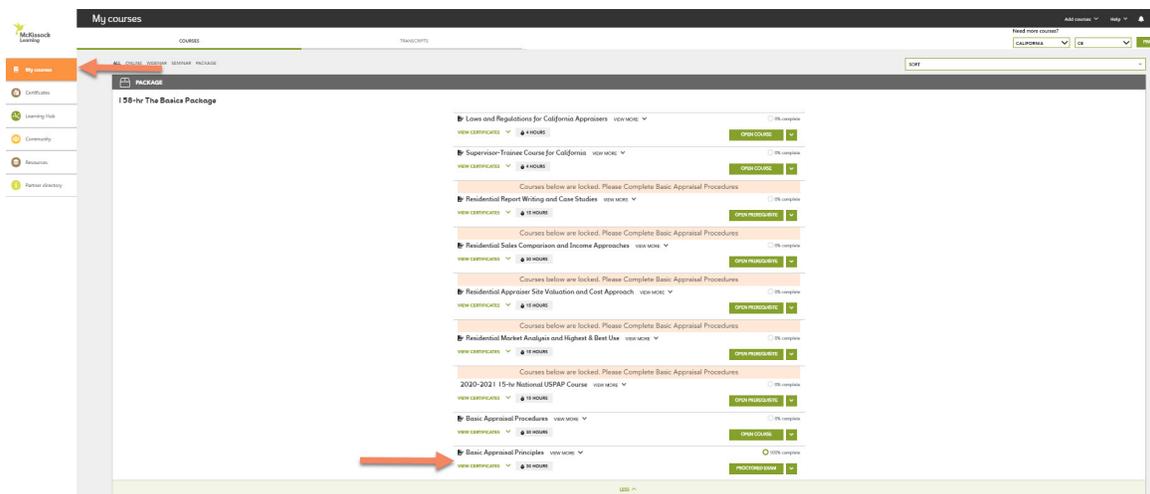
It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:

- The identity of the student was verified using photo identification to ensure that only the registered individual completes the exam.
  - The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned and left off.
  - The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, internet searches, blogs, instant messaging, etc. are prohibited.
  - The proctor personally observed the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
  - The proctor will verify that only the allotted amount of time is spent completing the exam. The specific time limit for exams varies per course and will be shown to the Proctor at the top of each exam.
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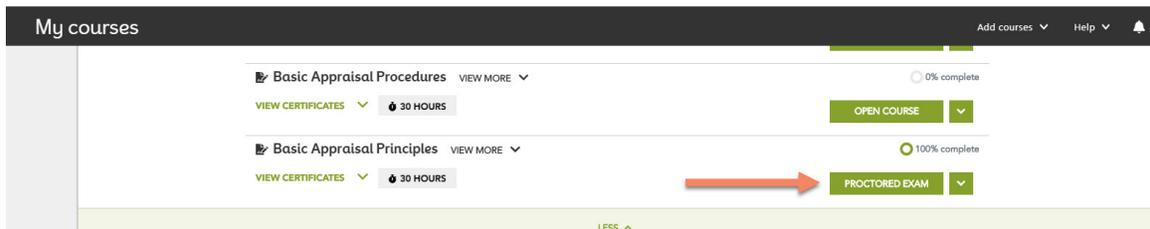
- The proctored location provided an environment conducive to test-taking and remained free of disruptions.
- The proctor maintained the security of the exam log-in and password.

## How does my proctor log in?

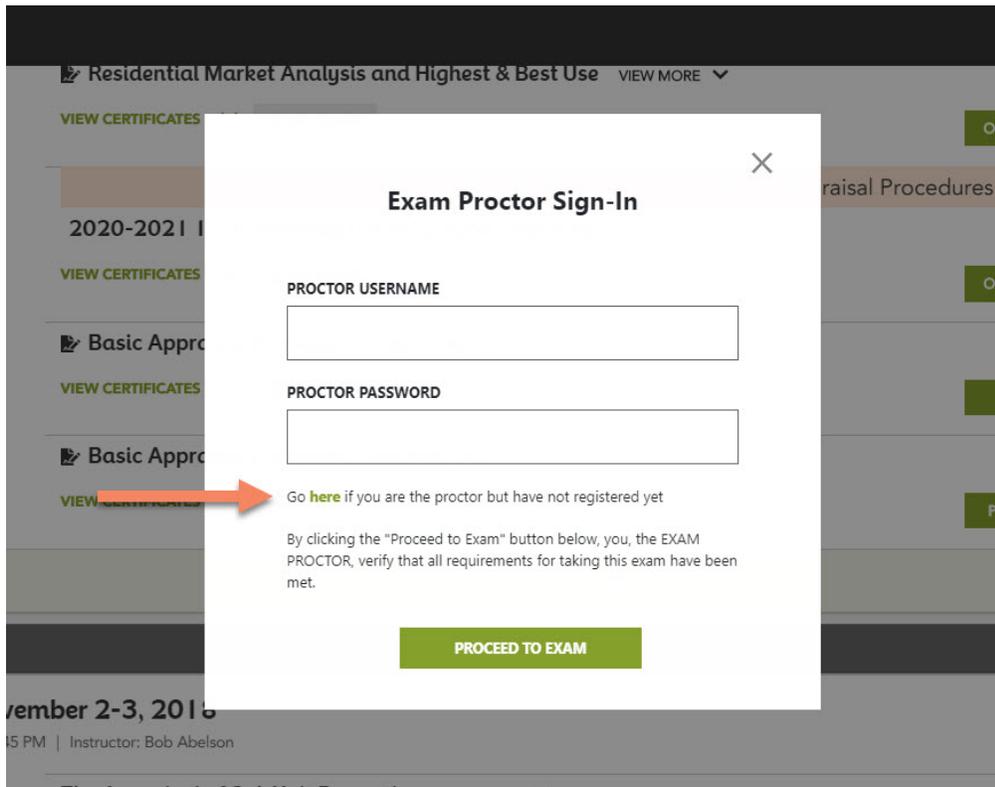
1. Log into your personal McKissock account using your username and password.
2. Under the section “My Courses” scroll down until you see the course that is completed and ready to take your final exam.



3. Once there you will see the course you have completed, and you should have a “Proctored Exam” button. Click that button to open your exam.



4. This will bring up a small pop up box, giving your proctor the ability to sign in using their already established username and password, plus give new proctor’s the ability to register.



- Once they have entered username and password and click sign in your exam will begin.

### How does my proctor reset their password?

Once you have created a proctor account on the McKissock website, we are unable to reset the password or access the username you have created.

If you lose access to the information, we will want to re-register using the following steps:

- At the bottom of the McKissock website you will see the following options:

MCKISSOCK	INSIGHTS	PROFESSIONS	MY ACCOUNT	LEGAL	CONTACT
<a href="#">About us</a> <a href="#">Our team</a> <a href="#">Our Instructors</a> <a href="#">Appraisal Advisory Board</a> <a href="#">Careers</a> <a href="#">Become a course author</a> <a href="#">Customer testimonials</a> <a href="#">Sitemap</a>	<a href="#">Appraisal blog</a> <a href="#">Brokerage solutions</a> <a href="#">Real estate helpful resources</a>	<a href="#">Appraisal</a> <a href="#">Real estate</a> <a href="#">Home Inspection</a> <a href="#">Land surveying</a> <a href="#">Engineering</a>	<a href="#">Login / register</a> <a href="#">Proctor registration</a>	<a href="#">Copyright</a> <a href="#">Privacy policy</a> <a href="#">Satisfaction guarantee</a> <a href="#">Terms and conditions</a>	<a href="#">Appraisal – 800.328.2008</a> <a href="#">Real estate – 877.277.5376</a> <a href="#">General – 800.328.2008</a> <a href="#">Email, address &amp; hours</a> <a href="#">FAQs</a> <a href="#">Refer A Friend</a>

- Once you have clicked "Proctor Registration" we will fill out the form and create a new username and password.

## Proctor Registration

Please review the following roles and responsibilities...

The exam must be proctored by an appropriate individual who represents the public interest in the transaction and is free from any conflicts of interest. By completing the online Proctor Certification the proctor attests to meeting these qualifications.

### It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:

- The identity of the student was verified using photo identification to ensure that only the registered individual completes the exam.
- The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned off.
- The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, Internet searches, blogs, instant messaging, etc. are prohibited.
- The proctor personally observed the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- The proctor will verify that only the allotted amount of time is spent completing the exam. The specific time limit for exams varies per course and will be shown to the Proctor at the top of each exam.
- The proctored location provided an environment conducive to test-taking and remained free of disruptions.
- The proctor maintained the security of the exam log-in and password.

Please provide some identification basics...

#### FULL NAME

 First

 Last

#### EMAIL

 name@exampleemail.com

#### USERNAME

 Username

#### PASSWORD

 Enter New Password Here

#### CONFIRM PASSWORD

 Reenter New Password Here

#### ADDRESS LINE 1

 Street Address, P.O. Box, Company Name, C/O

#### ADDRESS LINE 2

 Apartment, Suite, Unit, Building, Floor, Etc.

#### CITY

 City

#### STATE

 Select a State

#### ZIP

 XXXXX

#### PHONE

 XXX-XXX-XXXX




By registering, you are confirming that you meet all proctor requirements, and that you have read and understood the Roles and Responsibilities of a Proctor

- Now you are set to proctor student's exams!

## How do I get my proctored exam?

The course must have a completion status before taking a proctored exam.

### Paper Exams

\*Florida and Arkansas Appraisal QE: Not permitted to take paper exams. See E-Proctor information below.

- The proctor needs to have access to a fax machine or e-mail (e-mail is preferable for its clarity of transmission and receipt is more easily verified).
- We will fax or email the exam to your proctor within 24 hours of your scheduled exam time.
- The proctor will check the student ID, check that the student has no outside materials other than a simple calculator without any memory or storage functions, and that all electronic devices in the student possession are turned off.
- The proctor will give the paper exam to the student when the proctoring session has begun.
- The proctor must personally observe the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- All paper proctored exams must be mailed back within 24 hours of completion in their entirety and must include the proctor sign off sheet.
- Upon receipt, the exam will be graded, and the results communicated to the student. This process can take up to 10 days from the date the exam is mailed.
- Students are not allowed to have the paper exam in their possession at any time without the proctor being present.

Exams can be mailed to:  
218 Liberty Street,  
Warren, Pa, 16365

Or

P.O. Box 1673,  
Warren, Pa, 16365

### **E-Proctored Exams**

*\*Georgia and Illinois Appraisal QE: Not permitted to take E-Proctored exams.*

- This is a proctored exam you take on-line. It is easily and readily available to you in your online MyMcKissock account upon course completion, and results are available immediately.
- To access your E-proctored exam, you will log in to your MyMcKissock account as if you were preparing to take a course.
- You will find your completed courses under the "completed courses" tab. Underneath the "Open Course" button will be a box that says "E-Proctored Exam." Upon clicking that box, it will prompt for a proctor username and password.
- Your Proctor will need to be present to enter their username and password, or, if this is their first time proctoring an exam, he or she can click the link under the sign-in boxes and register to be your Proctor ([E-Proctor online registration form](#)).

- The proctor will check the student ID, check that the student has no outside materials other than a simple calculator without any memory or storage functions, and that all electronic devices in the student possession are turned off.
- The proctor must personally observe the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- Upon completion of the exam the proctor will attest to the statements and make sure the student has logged out of the computer.

Please note: McKissock is only able to provide a pass/fail grade for your exam. No percentage grades can be provided.

Need a paper exam faxed or e-mailed to your proctor? Contact our Customer Loyalty Department, and one of our Education Specialists will be happy to transmit the exam to your proctor.

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### **Does McKissock provide a list of approved proctors?**

As McKissock serves students in all 50 states (and then some!) we do not have a network of eligible proctors for different regions/states.

In most cases, It is the student's responsibility to find their own proctor.

Examples of people who could serve as a proctor would be librarians, teachers, police officers, community volunteers, religious leaders, or someone who works in the public service industry.

Ineligible proctors would be family, your supervisor, a co-worker, or someone with whom you intend to be employed.

The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. If audited, you would not want your proctor choice to stand between you and your career.

### **Proctor Lists**

The states of Arkansas and New York require that students use proctors ONLY from an approved proctor list. These two states also have separate proctor policies.

You can access the proctor policies here for:

Arkansas – The Arkansas Appraiser Licensing & Certification Board requires providers to have pre-approved proctors. \*McKissock requires students to complete a paper examination in order to verify proctor locations.

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New York click [HERE](#).

You can access the proctor lists here for:

Arkansas click [HERE](#).

New York click [HERE](#).

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### **Which states allow/require E-proctoring vs. paper exam?**

Most states allow students to choose the method they wish to take their proctored course final exam. Some states have exceptions and require or prohibit either online or paper exams. You can view the specific requirements on the state requirements page on our website.

Here is a list of exceptions:

- Arkansas appraisal license or upgrade – does not allow E-proctored exams. Exams must be taken on paper as Arkansas requires exam be taken ONLY at pre-approved locations.
- Florida appraisal license or upgrade – does not allow paper exams. All proctored exams must be taken online through the E-proctor system.
- Georgia appraisal license or upgrade – does not allow E-proctored exams. Exams must be taken on paper.
- Illinois appraisal license or upgrade – does not allow E-proctored exams. Exams must be taken on paper.

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### **If I choose to take my proctored final exam with an E-proctor, is my proctor required to be physically present with me or can they be remote?**

E-Proctored Exams – a proctor must be physically present with the student at all times.

*\*Georgia and Illinois Appraisal QE: Not permitted to take E-Proctored exams.*

- This is a proctored exam you take on-line. It is easily and readily available to you in your online MyMcKissock account upon course completion, and results are available immediately.
- To access your E-proctored exam, you will log in to your MyMcKissock account as if you were preparing to take a course.
- You will find your completed courses under the “completed courses” tab. Underneath the “Open Course” button will be a box that says “E-Proctored Exam.” Upon clicking that box, it will prompt for a proctor username and password.

- Your Proctor will need to be present to enter their username and password, or, if this is their first time proctoring an exam, he or she can click the link under the sign-in boxes and register to be your Proctor ([E-Proctor online registration form](#)).
- The proctor will check the student ID, check that the student has no outside materials other than a simple calculator without any memory or storage functions, and that all electronic devices in the student possession are turned off.
- The proctor must personally observe the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- Upon completion of the exam the proctor will attest to the statements and make sure the student has logged out of the computer.

Please note: McKissock is only able to provide a pass/fail grade for your exam. No percentage grades can be provided.

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### Where can I take my proctored exam?

Your course final proctored exam can be taken anywhere – exceptions would be Arkansas and New York which require that you take your proctored exam in a pre-approved location. You can access the proctor lists here for:

Arkansas click [HERE](#).

New York click [HERE](#).

McKissock would prefer that you take your proctored exam at an educational facility – like a public library, community college, university, or other place where education occurs – although it is not required. These facilities have computer banks, seasoned educators who are familiar with exam taking and provide a quiet atmosphere that is more conducive to exam taking. Other examples would be post office, attorney’s office, police station, notary’s office, or other suitable location, by a proctor who represents the public interest in this transaction.

It is the obligation of the student to arrange for the test with a suitable proctor. It is generally not appropriate or advised to take the exam at a private residence. The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. **If audited, you would not want your proctor choice to stand between you and your career.**

Your proctor must be present and able to view you and your screen for the duration of the exam.

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It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:

- The identity of the student was verified using photo identification to ensure that only the registered individual completes the exam.
  - The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned and left off.
  - The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, internet searches, blogs, instant messaging, etc. are prohibited.
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  - The proctored location provided an environment conducive to test-taking and remained free of disruptions.
  - The proctor maintained the security of the exam log-in and password.
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#### **How many attempts do I have to pass my proctored exam?**

The number of exam attempts varies by state requirement and license type. If you do not pass the exam within the designated number of attempts your course will be uploaded again (free of charge) and you will need to go through the course again to gain another set of attempts.

Many states for appraisal pre-licensing and upgrade exams have three attempts. The only exceptions are Florida and Georgia, which only allows 2 exam attempts.

The states that require exams for real estate have a varying number of attempts. We recommend visiting your state's license requirements pages for more information.

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#### **Does my proctor have to sign/verify documentation after completing the exam?**

Proctors must be in your presence during the entire duration of the exam process. The proctor will have to attest to the following to ensure and preserve the integrity of the exam taking process.

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**Please review the following roles and responsibilities...**

The exam must be proctored by an appropriate individual who represents the public interest in the transaction and is free from any conflicts of interest. By completing the online Proctor Certification the proctor attests to meeting these qualifications.

**It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:**

- The identity of the student was verified using photo identification to ensure that only the registered individual completes the exam.
- The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned off.
- The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, Internet searches, blogs, instant messaging, etc. are prohibited.
- The proctor personally observed the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- The proctor will verify that only the allotted amount of time is spent completing the exam. The specific time limit for exams varies per course and will be shown to the Proctor at the top of each exam.
- The proctored location provided an environment conducive to test-taking and remained free of disruptions.
- The proctor maintained the security of the exam log-in and password.

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These are known as the proctor roles and responsibilities. These are given at the proctor registration screen and the proctor will have to verify compliance at the end of either a paper or E-proctored exam.

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**What is the difference between live proctored (paper) exams and E-proctored exams?**

Some courses require you to take proctored exams to count toward your course credits. A proctor is an approved person that administers an exam and upholds the integrity the exam-taking process. You can choose a live proctor or an e-proctor, depending on your state requirements. We recommend

you confirm with your state's governing agency which form of proctor is required. Proctored course final exams must be taken within 3 months (90 days) of course completion.

### **Proctor eligibility and qualifications**

For guidelines on who is an eligible proctor, see below.

- Examples of people who could serve as a proctor would be librarians, teachers, police officers, community volunteers, religious leaders, or someone who works in the public service industry.
- Ineligible proctors would be family, your supervisor, a co-worker, or someone with whom you intend to be employed.
- The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam. If audited, you would not want your proctor choice to stand between you and your career.

**It is the responsibility of the proctor to ensure the integrity of the exam by attesting to each of the following statements:**

- The identity of the student was verified using phone identification to ensure that only the registered individual completes the exam.
- The exam was completed by the registered student without use of any unauthorized materials. No outside materials are permitted. The student may bring a calculator and a pen or pencil. All electronic devices should be turned off.
- The only web browser open during the exam was exclusively pointed at McKissock Exam Engine. Tabbed browsing, Internet searches, blogs, instant messaging, etc. are prohibited.
- The proctor personally observed the student throughout the duration of the exam without providing assistance in interpreting or completing the exam.
- The proctor will verify that only the allotted amount of time is spent completing the exam. The specific time limit for exams varies per course and will be shown to the Proctor at the top of each exam.
- The proctored location provided an environment conducive to test-taking and remained free of disruptions. The proctor maintained the security of the exam log-in and password.

### **Live proctored exam (paper exam)**

All McKissock paper proctored exams are emailed to the proctor approximately 24 hours prior to the proctor appointment and must be mailed back to McKissock in their entirety (including the proctor sign-off sheet and any scratch papers used during the exam).

- Test results: The entire exam must be mailed via postal mail and will be graded upon receipt. This process could take up to 10 days.

- Proctor: The proctor will need to fill out and sign the proctor sheet included with the test to verify their presence.
- Timer: The proctor is responsible for keeping time.
- Record keeping: Results are entered into the system once the test is received and corrected. Students will be notified of a pass or fail grade via a phone call.

#### **Other information:**

- Students can review answers, skip questions, and go back through the test as necessary.
- Florida Appraisal Qualifying Education does not allow paper examinations.

\* Students are not permitted access to paper exams without a proctor present and may not, for ANY reason make copies of the exam or take the exam from the proctor environment.

#### **E-proctored exam**

McKissock E-proctored exams are taken online and accessed from the student online account. Your Proctor will need to be present to enter their username and password, or, if this is their first time proctoring an exam, he or she can click the link under the sign-in boxes and register to be your Proctor ([E-Proctor online registration form](#)).

- Test results: Your test results are given immediately upon completion of the test.
- Proctor: You will sign into your McKissock account and click on E-Proctor. The proctor will then create a username and password to sign in.
- Timer: The electronic platform will keep time for you.
- Record keeping: Test results are automatically recorded, and you will be able to print out your certificate if you pass.

#### **Other information:**

- Once you submit an answer, you cannot make any changes. You may not go back to previous questions and cannot skip questions.
- Only appraisal qualifying education courses in all states except Georgia and Illinois are allowed e-proctored exams.

#### **Recommended exam locations**

Your course final proctored exam can be taken anywhere – exceptions would be Arkansas and New York which require that you take your proctored exam in a pre-approved location. You can access the proctor lists here for:

Arkansas click [HERE](#).

New York click [HERE](#).

- McKissock would prefer that you take your proctored exam at an educational facility – like a public library, community college, university, or other place where education occurs – although it is not required.
- These facilities have computer banks, seasoned educators who are familiar with exam taking and provide a quiet atmosphere that is more conducive to exam taking.
- Other examples would be post office, attorney’s office, police station, notary’s office, or other suitable location, by a proctor who represents the public interest in this transaction. It is the obligation of the student to arrange for the test with a suitable proctor.
- It is generally not appropriate or advised to take the exam at a private residence.
- The important thing to remember about a proctor is to choose someone who does not have a vested interest in whether you pass the exam.
- If audited, you would not want your proctor choice to stand between you and your career.

Your proctor must be present and able to view you and your screen for the duration of the exam.

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### **What is the test format for my proctored exam?**

All Appraisal final proctored exams consist of multiple-choice questions. The number of questions varies depending upon the course.

All proctored exams have time limits, which vary depending upon the length of the course (longer courses allow longer times for proctored exams).

15-hr courses – 1 hour (except Commercial Appraisal Review and Expert Witness which are 1.5 hours)

20-hr courses – 2 hours

30-hr courses – 3 hours

60-hr course – 5 hours

#### Number of Exam Attempts

The number of exam attempts varies by state requirement and license type. If you do not pass the exam within the designated number of attempts your course will be uploaded again (free of charge) and you will need to go through the course again to gain another set of attempts.

Many states for appraisal pre-licensing and upgrade exams have three attempts. The only exceptions are Florida and Georgia, which only allows 2 exam attempts.

The states that require exams for real estate have a varying number of attempts. We recommend visiting your state’s license requirements pages for more information.