

Thank you for contacting Mbition!

If the course is asking for a proctor code, you are required to have your proctor fill out the provided Proctor Form for each of your exams.

The Proctor:

1. Cannot be related by blood or by marriage.
2. Cannot be anyone that directly benefits from you taking this course
 - a. Unacceptable: an employer or family member
 - b. Acceptable: a friend that is unrelated and not affiliated with real estate or appraisal
3. Cannot be affiliated with Real Estate or Appraisal
 - a. Exceptions to the rule:
 - i. Real Estate Schools and Appraisal Schools are acceptable;
 - ii. State Certified Instructors of Real Estate or Appraisal are acceptable;
 - iii. Board of Realtors/Board of Appraisers staff members are acceptable

Recommended: libraries, churches, a co-worker, neighbor, friend or school (of any academic level).

Please see attached for the requested Proctor Form.

Before the Exam:

- Arrange a time with the proctor to take the exam.
- Present the proctor with a valid ID such as driver's license, student ID, state ID or passport.
- Find a quiet area where the exam can be taken with little distraction.
- The exam is online. Only a basic calculator and a calendar are permitted during the exam.

During the Exam:

- The exam can be taken on any computer (as long as a proctor is present).
- Please login to your course page and scroll down to see the final exam. A box will pop up requesting the proctor code. Have the instructor type in the proctor code.
- The first and second slides of the exam will state if there is a duration for the exam.
 - When the time expires, the exam will time out.

IMPORTANT NOTICE ON EXAM TIME-OUTS

Our Learning Management System requires that each question be answered in 5 minutes. If a question is unanswered after 5 minutes, the exam will be timed out. When this occurs, the exam becomes inactive. Students must receive a new proctor code and start the exam from the beginning.



Proctor Form

Course and Student Information (please complete all information)

Name of Course(s): _____

Name (Last, First MI)

Date of Birth

Address

Phone Number

Email Address

----- **This section must be completed by proctor** -----

Proctor Information (please complete all information)

Name (Last, First MI)

Job Title/Position

Organization

Address

Phone Number

Email Address

Instructions to proctor: Please complete and return this form to proctor@mbitiontolearn.com

I understand and acknowledge that:

1. I am 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 will show me positive photo identification prior to beginning the examination.
3. The student will not receive any assistance and have no access to books, notes or reference material.
4. The examination will not be compromised, copied, or recorded in any way or by any method.
5. Mbition LLC has provided me the relevant state requirements for a proctoring location and that this examination shall be proctored at a location qualifying under such state requirements and approved by Mbition LLC.

Signature of Proctor

Date