

Proctor Approval Form

According to state regulations, this exam must be taken in the presence of a third party proctor acceptable to the Texas Real Estate Commission (TREC).

The responsibilities of a proctor are outlined below. We ask that all proctors adhere to these responsibilities when administering a test. The candidate is responsible for locating and making initial contact with the proctor to make the necessary arrangements for taking a test. The proctor should have access to the Internet, as identification verification via email may be required.

Proctor Eligibility

A proctor must be one of the following:

- An employee at an official testing or learning/tutoring centers
- Librarian at a school, university, or public library
- College or university administrator, faculty, or academic advisor
- Clergy who are affiliated with a specific temple, synagogue, mosque, or church
- Educational officers of a military installation or correctional facility.

Proctor Responsibilities

1. Verify the identity of the candidate using a government-issued photo ID such as: Driver's License, Passport, Military ID, or State Identification Card.
2. Set a two-hour time limit on a timer before the candidate begins their exam.
3. Do not leave the candidate unattended at any time during the course of the test.
4. Allow the candidate to use a basic calculator, scratch paper that is blank on both sides, and a pencil or pen. The calculator must be hand-held, battery, or solar-powered and cannot have any letters with the exception of mathematical symbols such as "cos" and "sin".
5. Ensure that the candidate does not copy, print, or otherwise remove material from the exam.
6. Verify that exams are taken CLOSED BOOK and that candidate does not consult any reference material of any kind.
7. Complete the Proctor Affidavit once the candidate has finished the exam.
8. Ensure that the candidate emails the Student and Proctor Affidavits to support@aceableagent.com after completing the exam. This may be done by taking a picture of each page or by scanning the document and sending these files as an attachment.

Attach a copy of the proctor's government issued photo ID and email this form to support@aceableagent.com.
NOTE: Please allow at least 48 hours for AceableAgent to process. (Approval confirmation will be sent via email.)



610 W 5th St, Suite 603
Austin, TX 78701
(512) 270-3251
support@aceableagent.com

Proctor Approval Form

Proctor and Student Identification

STUDENT NAME (Please print)

PROCTOR NAME & TITLE (Please print)

PROCTOR MAILING ADDRESS

PROCTOR PHONE NUMBER

PROCTOR EMAIL ADDRESS

I am willing to serve as proctor according to the above guidelines:

PROCTOR SIGNATURE

DATE

Please check the appropriate boxes for the courses for which the person named on this application will serve as proctor:

I plan to use the same proctor for all courses in this package.

(The same proctor may be used for multiple courses. Otherwise, different proctors must be submitted separately, with the appropriate individual courses identified below.)

AceableAgent Texas Pre-License Coursework:

- | | |
|--|---|
| <input type="checkbox"/> Principles of Real Estate I | <input type="checkbox"/> Principles of Real Estate II |
| <input type="checkbox"/> Law of Contracts | <input type="checkbox"/> Law of Agency |
| <input type="checkbox"/> Real Estate Finance | <input type="checkbox"/> Promulgated Contracts |

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