

Proctor Instructions

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.



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

Proctor Affidavit

I hereby affirm that the undersigned presented government issued identification with a photograph and the referenced exam was taken as a closed book exam, and none of the questions or answers were copied, printed, or otherwise removed from the test.

STUDENT NAME (Please print)

Student presented the following photo ID (check off one):

- Driver's License Passport Military ID Card State ID Card
 Other: _____

Course:

- Principles of Real Estate I Real Estate Finance Law of Agency
 Law of Contracts Principles of Real Estate II Promulgated Contracts

TEST DATE & APPROXIMATE TIME

PROCTOR NAME (Please print)

Proctor is a (check off one):

- Official testing/learning/tutoring center staff Librarian
 College/university administrator, faculty, academic advisor Clergy
 Educational officer of military installation or correctional facility Other: _____

PROCTOR EMPLOYER (Please print)

PROCTOR PHONE NUMBER

PROCTOR EMAIL ADDRESS

PROCTOR SIGNATURE

Please email the Student and Proctor Affidavits to AceableAgent at support@aceableagent.com.



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Student Affidavit

The undersigned hereby acknowledges that they have taken the indicated AceableAgent course final exam on the date and time shown below.

Furthermore, the undersigned acknowledges that any misrepresentation as to the person completing the entirety of the indicated AceableAgent course could provide regulatory authorities the opportunity to suspend or withdraw licensing eligibility.

STUDENT NAME (Please print)

STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

COURSE:

- Principles of Real Estate I
- Law of Contracts
- Real Estate Finance

- Principles of Real Estate II
- Law of Agency
- Promulgated Contracts

TEST DATE & APPROXIMATE TIME

STUDENT SIGNATURE

Please email the Student and Proctor Affidavits to AceableAgent at support@aceableagent.com.