

Bring your copy of this form with you to your exam

Use this form if you are within driving distance of any of the locations listed below. If you are not within driving distance use the **Off-site Proctor Exam Form** found at www.chicagorealtor.com/realtors-real-estate-school. Click RESOURCES and then Course Forms. Final Exam appointments are available by appointment only Monday thru Friday. Exam hours are between the hours of 9:00 a.m. – 1:00 p.m. being the last available appointment. Call or email the location below to set-up your appointment. Space is limited and appointments are confirmed first come, first served. Walk-in testing is not available.

C.A.R. CENTRAL

430 N. Michigan Ave., Suite 800
Chicago, IL 60611
(312) 803-4910
central@chicagorealtor.com

C.A.R. WEST TOWNS

6017 W. 26th St.
Cicero, IL 60804
(312) 803-4910
central@chicagorealtor.com

Students First Name _____ Last Name _____ (Please print)

Email address for test date/time confirmation: _____

Students Social Security _____

or Member # _____

Preferred Date for Your Final Exam Appointment _____

Preferred Time: _____

Preferred Location of Final Exam Appointment (Choose one above) _____

STAFF/EXAM PROCTOR INSTRUCTIONS

1. Verify registration (Live Class, Self-Study on Online.)
2. Verify tuition is paid in full.
3. Print Rapattoni, Hondros or RECampus record.
4. Check student photo ID.
5. Seat student in the Exam room or Classroom.
6. No open book exams! No electronic devices!
7. Personal items must be placed under student's chair.
8. Exam, score sheet & *calculator may be on the table.
9. Monitor exam room in-person or via camera.
10. Allow a maximum of 3 1/2 hours for the Final Exam.
11. Students may not leave the exam room except to use the lavatory and may not take anything with them.
12. Do not to coach or answer exam questions.
13. Grade the exam.

14. Enter the grade in Rapattoni.
15. Issue transcript or course completion certificate.
16. Staple the course record you printed to score sheet.
17. Read the following and sign below:

I have complied with and fulfilled all of the aforementioned obligations:

Staff Representative/Exam Proctor Signature

Date _____

19. Staple together the score sheet, course record printout and this form and return it to the C.A.R. Central Office, via inter-office or overnight mail delivery within 24 hours.

***Non-programmable/non-alpha calculators only.**