



Online Testing Proctor Request Form

The Illinois Academy of Real Estate (dba Your House Real Estate Academy) is a state-licensed provider of real estate education. We are approved for correspondence courses and online classes. Illinois law requires that any correspondence or online student complete a proctored test administered by an education provider or one of the following:

Accredited University, college, community college, school, principal, director, teacher, instructor, or testing center, Librarian at a public or private library, Practicing attorney or Clergyman. For the protection of the Student and our school, The Illinois Academy of Real Estate must approve any proctor.

Proctored Testing Procedure

- Proctor is not expected to understand any course being tested.
- Proctor will test, at proctor's convenience, the student listed below.
- Proctor will receive passcode to access exams online.
- Proctor will provide a quiet room or area where student may concentrate and a computer with internet access.
- The proctor is responsible for seeing that the student receives no help on the exam(s) and does not use any outside materials.
- Calculators are allowed, but no other electronic devices are allowed.

If you would be willing to provide this service, please complete this form and return it to the Illinois Academy of Real Estate. Your assistance is greatly appreciated.

Please complete the following and return to Roxanne@YourHouseAcademy.com, or fax to 630-582-1821

Proctor Name _____

Institution Name _____

Proctor Address _____

City _____ State _____ Zip _____

Proctor Phone (include area code) _____

Proctor E-mail _____

Proctor Signature and Title _____

Student Name _____ Phone _____

Title of Course _____