

## Exam Guidelines for Learners

### Statement of Self-Regulation

*The Real Estate Council of Alberta (RECA) is the mechanism through which self-regulation occurs. It is the standards-setting body, and is responsible for governing and regulating the industry, and enforcing the standards. It takes the responsibility of self-regulation seriously and considers it a privilege. RECA's regulation of the industry is fair, open, and transparent, and ensures its consumer protection mandate is front and centre. Where ambiguity exists, industry members are reminded they are professionals and must be guided by the spirit and intent of the applicable rule. The obligation of industry members is to seek compliance and act ethically, not to seek methods or practices to "get around" the rules.*

### Before Exam

#### Book Your Exam Centre Appointment

- You have typically 3 hours to complete your exam. When booking an exam ensure that you book enough time to complete your exam before the exam centre closing time.
- You should arrive at least 30 minutes prior to the start time for the exam. Once the exam has started, you will not be admitted to the exam room.
- Read Education Code of Conduct for Learners before your exam so you are aware of the Exam Centre procedures and expectations. You may also find Education Code of Conduct for Learners by going to [www.reca.ca](http://www.reca.ca) – Professionals and Learners tab- Information Bulletins -click Education Code of Conduct
- If you require special accommodation, you must first be approved by RECA. You must provide RECA with current documentation from a qualified professional explaining in detail the reasons for the accommodation and specific recommendations proving your need for any accommodation.

#### Admission to the Exam Room

- You must not write or attempt to write an exam under false or fictitious identity or knowingly provide false information.
- Proctors have the right to assign you a seat for the exam and you must sit where assigned by the exam proctor.

**You must meet the following requirements or you will be denied admission to the exam:**

#### Provide photo ID for verification by proctor

- A current Canadian government-issued photo ID with signature.
- Names on all documentation must match.

## Calculator Policy

- You are only allowed a calculator for the Practice of Commercial Real Estate and the Practice of Mortgage Brokerage exam. Proctors must check the calculator to ensure the following:
  - **Practice of Commercial Real Estate only allows:** HP 10bII+ Financial Calculator
  - **Practice of Mortgage Brokerage only allows:** Qualifier Plus 4x-Canadian Model 3423 Calculator
  - Calculator must be silent
  - Calculator cannot be alpha-numeric or programmable.
- If the learner is using a cell phone calculator application (**only allowed for Practice of Commercial Real Estate**), it must be:
  - In airplane mode setting
  - The learner must not attempt to open any other apps, including but not limited to online windows, notes, external websites, texts, emails, or instant messages

## Personal belongings

- You must place your personal belongings and prohibited items in the designated area or leave them in care of the exam proctor before the exam begins and must not be accessed during the exam. This includes items such as purses, backpacks, briefcases, gloves, hats, coats, water bottles.
- You must turn off all of your electronic devices, smart devices and prohibited items, and place them in the designated area, or left in care of the exam proctor before the exam begins and they must not be accessed during the exam or washroom break. You are not allowed to bring any items to assist you with the exam, such as notes in any form, papers, pens, pencils, books, tapes, tables, translation devices, or calculator. **NOTE: Please see the “Calculator Policy” above for specifics on calculator use.**

## Prohibited Items

Below is a list of prohibited items (included, but not limited to):

Smart Watches	Apple iPod	Samsung Smart Phones	Recording or filming device
Apple Airpods	Samsung Gear	Bluetooth Devices	Opaque Containers
Pen/Pencil	Fitness Tracker	Camera	Cardboard Coffee Cup Sleeves
Brooch	Apple iPhone	Tablets	Paper
Mouse Pads	Data Storage Device	Post-It Notes	Books and reference material
External Keyboard	Paper	Pencil Cases	Notebooks
Rulers	Hats and visors	Sunglasses	Pencil Sharpeners
Heavy Jewelry	Google Glass		

## During the Exam

- You must remain seated during the exam. If you need to speak to the proctor (e.g. to request to leave the room for any reason) you should indicate this by raising your hand.
- Washroom visits should be taken before the start of the exam however, learners are permitted to use the washroom once during the exam:
  - Should you require a washroom break, you must receive permission from proctor and must be escorted by Exam Centre personnel.
  - you are prohibited from taking your personal belongings (including prohibited items)
  - Washroom visits should not exceed average allotted time of 5 minutes per visit.
    - Regarding any special considerations the learner must discuss with the proctor prior to exam
- RECA's exams vary in length of time (maximum of 3 hours) and automatically end when the applicable exam expires.
- You may be videotaped by the Exam Centre and these videos may be shared with RECA.

## Education Code of Conduct

- Learners must adhere to Principle 2 of the Education Code of Conduct. Principle 2 states that learners will at all times conduct themselves with honesty, integrity, and respectfulness. To learn more about the Principle 2 please review RECA's Education Code of Conduct which explains this Principle in detail and also explains the possible outcomes if a learner breaches principle 2
  - You must not attempt to open any other computer programs, online windows, external websites, texts, emails or instant messages.
  - You must not communicate with other exam-takers during the exam, such as verbal or non-verbal communications or note passing. You are not allowed to receive or provide assistance to or from other exam-takers during the exam.
  - You are prohibited from collecting, copying, forwarding, photographing, recording or reproducing any aspect of the exam by any means.
  - You must not disrupt others during the exam. If the disruptive behavior continues, the exam proctors have the right to terminate the exam, counting as automatic fail and escort you from the room.
  - Learners are required to report to proctor if they witness misconduct by a fellow learner

## **Education and disciplinary outcomes**

Individuals who breach the Education Code of Conduct for Learners may be subject to disciplinary action and certain education program outcomes, such as:

- failing grade(s)
- course or program suspension
- expulsion from RECA education courses or programs

RECA may deny an authorization and issue an Administrative Penalty up to \$25,000 for learners who are not industry professionals and who breach the Education Code of Conduct.

Learners who are industry professionals and who breach the Education Code of Conduct may be subject to a finding of conduct deserving of sanction and receive discipline ranging from an Advisory Note to licence cancellation.

RECA will refer all breaches of the Education Code of Conduct for Learners that constitute a criminal offence to the applicable police (law enforcement) agency.

## **Post Exam**

- Once you 'Submit' your exam you will see your mark and score breakdown. You will also receive an email to the address RECA has on file for with this information.
- You are prohibited from discussing or distributing exam questions and/or answers by any means with everyone including a broker, colleague or friends.
- If you are involved in any conduct that does not comply with the Exam Guidelines for Learners or Education Code of Conduct for Learners, you will not be able to proceed with any further courses or exams until RECA has completed a review of the facts and has determine if any action may be warranted.