

# EXAM PREPARATION GUIDE

## Introduction

RECA's licensing process ensures new industry professionals meet high standards of competence, ethics, and professionalism to protect consumers. To help you succeed, RECA offers Prep Exams as a study tool for the Pre-licensing Exam. These are especially useful for adult learners who have not taken formal tests in a while. Prep exams can:

- Reduce anxiety
- Highlight knowledge gaps
- Increase retention

- **Reduce Anxiety**

Prep exams allow you to see a variety of questions and experience the same platform you will use for the Pre-licensing Exam. Questions are presented in diverse formats, allowing you to experience how questions, answers, and distractors (wrong answers) will appear on the actual Pre-licensing Exam. Many learners find Prep Exams allow them to focus on the question content during the Pre-licensing Exam rather than be distracted or stressed by the format or platform. Research shows that reduced anxiety improves exam outcomes.

- **Highlight knowledge gaps**

You may want to determine your pre-existing knowledge or areas you need to concentrate on to prepare for the Pre-licensing Exam. Prep exams give you the information you need to plan your study and preparation.

- **Increase retention**

Applying your knowledge to actual questions helps learners retain content. Depending on your other commitments and obligations, you may complete a pre-licensing course and then wait to write the Pre-licensing Exam. You may choose to write the Prep Exam to review and practice which increases retention.

Remember that although you may score well on Prep Exam questions, each exam form evaluates a unique combination of specific learning outcomes while still assessing all competencies. Prep Exam questions are a random sample of questions from all the competency areas for that specific license. Keep in mind that other factors may also affect your performance on exam day, such as exam anxiety. Refer to **Preparing for Exams** for tips on reducing anxiety and setting yourself up for success.

We suggest these practice questions as only one component of your preparation. The primary source for your study and preparation should be your course materials. You should not attempt to memorize each question. While some questions on your Pre-licensing Exam may look like the Prep Exam questions, they will never be identical. Please be aware that the level of difficulty varies from question to question.

RECA strives to provide accuracy of the material as of the publication date. However, typographical errors or subsequent changes in the law may occur. Minor errors contained in the Prep Exam or individual interpretation of the Competency Exam Blueprint will not be considered a justification for an exam appeal.

## Preparing for Exams

### *Study Environment*

The right study environment can support you getting the most out of your time and effort. Remember that “right” needs to be right for you. You should also consider environmental factors that may impact your success:

- **Develop a plan/routine**

As a busy adult learner, you may find other responsibilities take precedence over your study time. You are more likely to follow through and ensure others respect your study time if you schedule it and plan how you will use the time. Experiment with routines and schedules until you find what works for you and your life.

- **Get organized**

Keep your study materials in one place and keep them organized. Do whatever you can to make studying as easy as possible. You want to minimize frustration, effort, and time.

- **Location/Distractions**

People study best in different environments. Some individuals need a little noise and movement around them while others need absolute silence and isolation. Others cannot study in a space that reminds them of chores or other responsibilities. Identify your needs, preferences, and distractors. Minimize your distractors and choose a comfortable location that allows you to focus. Studying in a consistent place reinforces your designated studying times.

- **Lighting**

Extensive hours looking at screens can strain your eyes and make you feel tired. Make sure the lighting in your study space is sufficient. Use a blue light filter app if you are studying late at night and want to prevent sleep issues. Proper lighting helps people be more productive and focused.

### *Exam Preparation*

As the industry regulator, RECA provides Prep and Pre-licencing exams for the industries it regulates. Course Providers have committed to teach all learning outcomes that may be assessed on these exams. RECA respects Course Providers' right to design and deliver their courses in diverse ways. Learners are expected to use Course Provider pre-licencing coursework, learning resources, and assessments to prepare for exams. Both during and after a course, we recommend you seek clarification, assistance, or advice as needed from your instructor/Course Provider before attempting to write an exam.

When you are getting ready for your exam, you should review continually and systematically well in advance. Do not wait to review until the night before. Decide how much review you need and schedule your review sessions accordingly. Some learners like to review complex subject matter one step at a time, trying to completely understand each successive point and topic first and leave understanding the "big picture" until later. Others prefer to start with the "big picture" and work downwards to the details. This again reflects individual differences in learning and either method can be effective when applied systematically.

On exam day, you will have the most probability of success if you are well-rested, calm, and poised. For most learners, this means you should not study late the night before or cram information on the day of the exam. If you have prepared methodically and comprehensively in advance, the best thing you can do the night before the exam is to put your books down early, do something you find enjoyable, and get a good night's sleep. This increases the likelihood that you will be rested, alert, and focused when you sit down to write your exam.

#### **Prep Exams**

You may purchase up to three Prep Exams to assess your knowledge prior to writing the Pre-licensing Exam. Although shorter in length and time to write than the Pre-licensing Exam it will provide valuable feedback on your current knowledge after completing a course. You will be provided with a breakdown of your score and where you may need to revise your studies.

#### **Pre-licensing Exams**

RECA's exams are aligned with the approved Industry Council Competency Exam Blueprints, which Course Providers use for instruction.

Learners have three months and two attempts to pass the pre-licensing exam.

### *Exam Cooling-off Policy*

If you are unable to pass an exam after four consecutive tries, a three-month waiting period is required before your next attempt. This policy is designed to encourage thorough review and preparation between attempts.

## Exam Item Formats

It is important to be familiar with the exam formats to effectively demonstrate your competence. Take the time to review the exam formats below to ensure you understand what is expected of you on the exam.

The example questions provided are designed to help learners identify and respond to different item formats. These questions **do not** reflect actual exam content or align with RECA's Competency Exam Blueprints.

### Single-Select Multiple-Choice:

- You must **select one best answer**.

Example:

What is a primary responsibility of a condominium manager?

- A. Facilitate property transactions
- B. Expedite mortgage transactions
- C. Approve condo board decisions
- D. Support the condominium board

### Multi-Select Multiple-Choice:

- You must select **two or more alternatives** as instructed in the question. All correct answers must be selected to earn the mark; partial answers do not receive marks.

Example:

Identify **two** tasks a real estate licensee can perform.




- A. Issue property insurance
- B. Market properties for sale
- C. Provide a property appraisal
- D. Negotiate purchase agreements

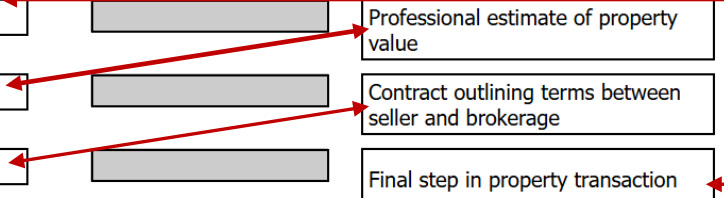
**Matching:**

- These questions require you to **move tokens to a target** that indicates the corresponding information on the right.

Example:

Match the term to the correct definition.

Term		Definition
Closing		Professional estimate of property value
Appraisal		Contract outlining terms between seller and brokerage
Service Agreement		Final step in property transaction



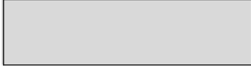

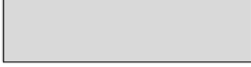
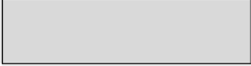
**Enhanced Matching:**

- These **questions may include a photo**. You must **move tokens to a target to identify or match** information or **parts of an image**.

Example, **Enhanced Matching – No Image:**

Unanswered:

Match the type of client to the appropriate licensee services they may need.

CLIENT		LICENSEE SERVICES
First-Time Buyer		Property Showing
Seller		Listing Services
		Government Assistance Information
		Market Analysis

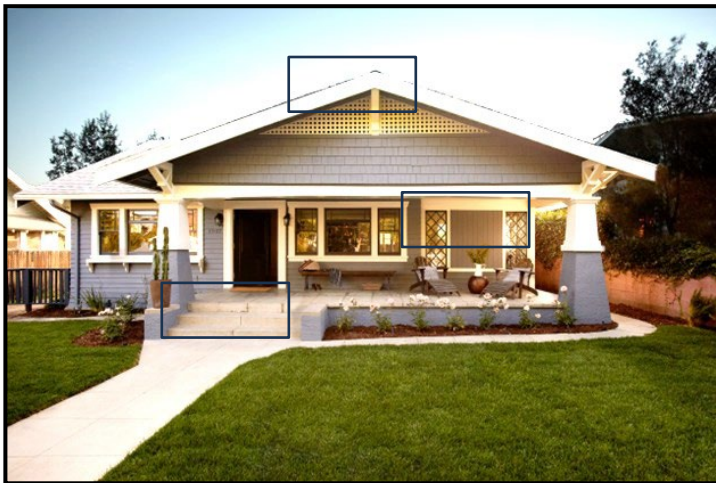
Answered:

Match the type of client to the appropriate licensee services they may need.

CLIENT		LICENSEE SERVICES
First-Time Buyer	First-Time Buyer	Property Showing
Seller	Seller	Listing Services
	First-Time Buyer	Government Assistance Information
	Seller	Market Analysis

Example, **Enhanced Matching – With Image:**

Move each label to the correct location to identify the parts of the house.



*Steps*

*Roof*

*Window*

**Fill in the Blank:**

- These questions include **one or more blanks** that you must **complete with** the **correct word, phrase, or value.**

Example:

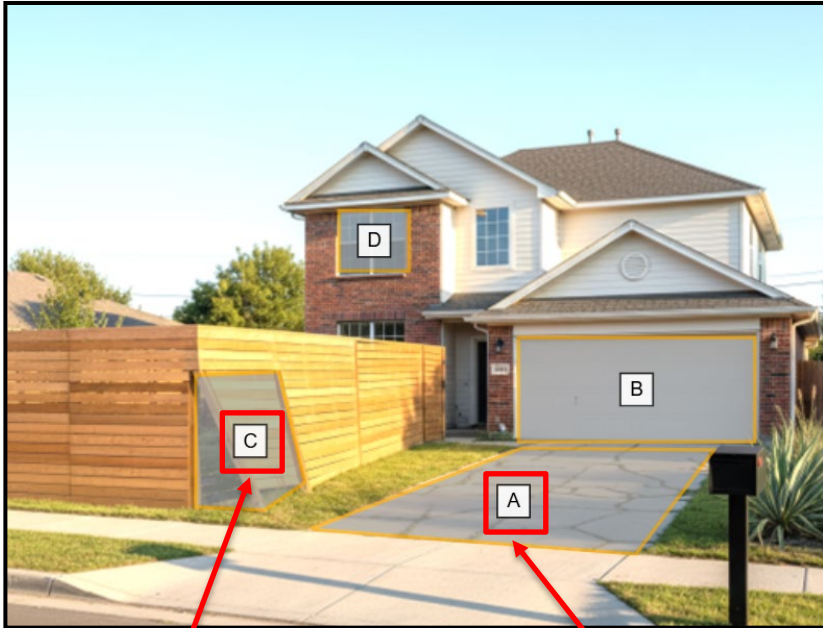
A real estate licensee must disclose any known defects in the property to potential buyers.

**Point and Click - Hot area:**

- These questions use **multiple or single images** and require you to **hover over the image(s) to reveal the target areas**. You must then **select the correct area or areas**.

Example:

Select the areas shown in the image that represent property defects.



*A detached fence panel is leaning against the fence.*

*The driveway is cracked and uneven.*

**Point and Click - Hot spot:**

- Hot spot questions are similar to hot area questions. You must **select an area on the image to make an “X” appear and indicate your choice**. Some questions allow you to place an “X” over more than one area.

Example:



**Spreadsheet:**

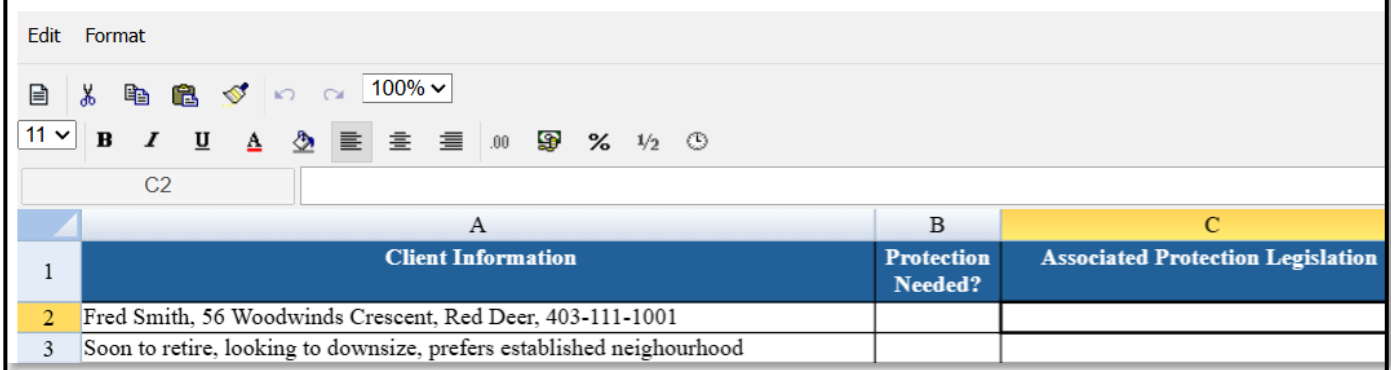
- This type of question requires you to complete information in a **spreadsheet interface**. The information may be **values, formulas, or dropdown menu options**.

Example:

**Situation**  
A licensee is keeping track of client information using a spreadsheet on a secured site.

**Instructions**

- In column B, determine if the information needs to be protected by using the drop down to enter either yes or no.
- In column C, identify the applicable legislation governing information protection by using the drop down to enter *Personal Information Protection Act*, *Real Estate Act*, or not applicable.



	A	B	C
1	<b>Client Information</b>	<b>Protection Needed?</b>	<b>Associated Protection Legislation</b>
2	Fred Smith, 56 Woodwinds Crescent, Red Deer, 403-111-1001		
3	Soon to retire, looking to downsize, prefers established neighbourhood		

Answers Row 2: Yes, Column B; *Personal Information Protection Act*, Column C

Row 3: Yes, Column B; *Real Estate Act* Rules, Column C

## Calculator

The exam platform CALCULATOR is a basic calculator that may meet your needs for most exams. Practice of Commercial Real Estate and Practice of Mortgage Brokerage exams require specialized calculators. Review the specialized calculator information below.

### Practice of Commercial Real Estate Calculator Requirements:

For the Practice of Commercial Real Estate exam, you will require the **HP 10bii financial calculator**.

### Practice of Mortgage Brokerage Calculator Requirements:

For the Practice Mortgage Brokerage exam, you will require the **Qualifier Plus 4x-Canadian Model 3423**.

Familiarize yourself with Pearson's [helpful resources](#) for proctored Pre-licensing Exams. Ensure you prepare as needed and address any special concerns before exam day.

## Exam Feedback

- Upon completing a Prep or Pre-licensing exam, you will receive a PASS or FAIL notification.
- Passed exam results will contain no further detail.
- You will only receive an exam score report broken down by competency if you fail your exam. This allows you to see where you may need additional learning. The results will appear in the following format:

<u>Competency</u>	<u>Number Correct</u>	<u>Number of Questions</u>
1. Modern Mortgage Brokering	7	10
2. Establish a Brokerage	7	8
3. Hire Staff, Associates, and Brokers	3	4
4. Manage Staff, Associates, and Brokers	11	16
5. Manage Business and Resources	11	14
6. Compliance and Ethics	7	11
7. Ensure Competent Services	11	12

## Assistance

Support services vary between [Course Provider](#). Check with your Course Provider for tutorial or other support resources for course work and exam preparation. Choosing the right course, format, and schedule, while staying organized and having a plan for your learning and licensing journey, can contribute to your success.

Further details regarding the Pre-licensing exam, including the Competency Exam Blueprints and Exam Weighting Charts, are available on [RECA's website](#).