



5345 Arapahoe Ave., Suite 7
Boulder, CO 80303
(800) 455-8348 | (303) 245-0258
info@vaned.com

Proctor Approval Form

According to state regulations, this exam must be taken online in the presence of a proctor. A proctor must be a trusted individual who can take on a supervisory role in the administration of the exam offered by Van Education Center.

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 may be any adult individual **not related** to the student.

Proctor Responsibilities

1. Verify the identity of the candidate using a government issued photo ID such as: (Driver's License, Passport, Military ID, State Identification Card)
2. Do not leave the candidate unattended at any time during the course of the test.
3. Ensure that the candidate does not copy, print, or otherwise remove material from the exam.
4. Verify that exams are taken CLOSED BOOK, and that no reference material of any kind is consulted by the candidate.
5. Complete a Proctor Affidavit (supplied by the student) once the candidate has finished the exam.

Proctor and Student Identification

STUDENT NAME (Please print)

STUDENT/PROCTOR RELATIONSHIP

PROCTOR NAME/TITLE (Please print)

PROCTOR MAILING ADDRESS

PROCTOR PHONE

PROCTOR EMAIL ADDRESS

I am willing to serve as proctor according to the above guidelines:

PROCTOR SIGNATURE

DATE

Attach a copy of the proctor's government issued photo identification and fax or email this form to Van Education Center: FAX: (360)935-6081 or email: proctor@vaned.com

PLAN AHEAD: Please allow at least 48 HOURS for VanEd to process. (Approval confirmation will be sent via email.)



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Please check the appropriate boxes for the courses for which the person named on this application will serve as proctor:

I plan to use the same proctor for all courses in this package

(The same proctor may be used for multiple courses. Otherwise, different proctors must be submitted separately, with the appropriate individual courses identified below.)

VanEd TEXAS PRE-LICENSE COURSEWORK:

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

VanEd TEXAS SAE COURSEWORK:

- Real Estate Appraisal
- Real Estate Brokerage
- Real Estate Investments
- Real Estate Law
- Real Estate Property Management
- Residential Inspection for Real Estate Agents
- Foundations in Real Estate (Marketing/Finance/Investment)
- Real Estate Marketing

VanEd APPRAISAL COURSEWORK (ALL STATES):

- Basic Appraisal Principles
- Basic Appraisal Procedures

(Please note:

USPAP proctors will need to be re-submitted separately to the affiliate provider upon enrollment)

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