

# IMPORTANT NOTICE

## WEB Site Self-Proctoring Guidelines

Each of these procedures **MUST** be completed to receive credit using the self-proctoring system. Failure to follow these instructions to the letter will result in a failing grade.

1. The student **MUST** have completed all course work BEFORE taking the final exam.
2. The student must take the final exam in one sitting.
3. After completing ALL course work the student must call for a password. Before the password is provided the student's file will be checked to confirm receipt of all required work.
4. The student may not receive help from any person in taking the final exam. Cheating will result in a failing grade.
5. The student **MUST** provide a legible copy of a valid photo ID. Dark illegible copies will result in a failing grade. Driver's License, State or Student ID, Passport. Picture business cards are NOT acceptable.
6. The student must have the **Certificate Request Form** (*form #003websp*) notarized before returning the final exam package.
7. The student must complete and return all required forms with **original** signatures.
8. The student must return all required forms. *Including Final Exam score sheets.*
9. It is the student's responsibility to return all final exam materials in a timely fashion. The provider is not responsible for any late renewal fees for final exams not returned in a timely fashion. The provider is not responsible for any late fees or licensing fees of the student for technical difficulties, the student waiting to a time close to their renewal date or any other reason.
10. Validation questions must be answered and the printed form returned with the final exam completion form. The student may be contacted to confirm these validation questions before credit is issued. Failure to match ANY of the validation questions on any follow up call will result in a failing grade. The validation score sheet represents that the questions were answered not that the responses are correct.
11. In the event the student fails the final exam they must call retake the entire final exam.
12. The provider has the right to require the student complete a traditional proctored final exam if necessary.
13. It is the student's responsibility to confirm that these materials have been received by Academic Excellence. Keep copies in a secure location.

I have read and understand all of these guidelines. (*Signature required*)  
Return a copy of this form to Academic Excellence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Capital Real Estate Training Center / Academic Excellence  
7701 N. Lamar # 420  
Austin, Texas 78752  
512/ 451-9883

**Academic Excellence**

**Texas Tech University - Center for Professional Development**

**Web Based Self Proctor Certificate Request Form**

***Instructions for this form:*** Return with **original signatures**, fully filled out to Academic Excellence. **DO NOT** have this form notarized until after you have passed the self proctored final exam.

Name \_\_\_\_\_

**Please print legibly with a black / blue ink pen.**

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Course Title \_\_\_\_\_ Number \_\_\_\_\_

Date Final Exam Taken \_\_\_\_\_

The student is informed that it is a violation of the Texas Penal Code to acquire an education certificate without fully completing the required course work. All final exam material is confidential and is not to be reproduced in any form or shared with any third parties. All Final Exam material **MUST** be returned to the provider.

By submitting this form to Academic Excellence the student certifies that they have completed the entire course. The student also certifies that they took the final exam without the help of any other person. The student also certifies that the person who took the final exam is the person who is requesting credit for this class. The student agrees to hold the provider harmless from any fraudulent use of the education credit.

1. I have completed the entire course including passing the final exam.

***Failure to complete this form will result in a failing grade.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

A certificate will be sent to the student by Texas Tech University, Center for Professional Development, only upon receipt of this request.

***Notary required for course competition:***

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

***Notary Stamp Here:***

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Austin, Texas 78752**

Form #003webssp