

NOVALIS LEARNING ONLINE PROCTORED EXAM INFORMATION

The Illinois Auction Law mandates passing a "proctored" exam before credit can be given for any continuing education course taken, and we are pleased that you have considered Novalis to proctor your test using convenient "online" technology. Each student utilizing this service will be required to have access to the Internet, along with a computer and camera that is capable of streaming "Zoom" or a similar video conferencing platform. The fee is \$20 per exam (or \$75.00 for all 4 if purchased as a bundle) during business hours (8:00AM - 4:00PM C.T.), or \$25 per exam for any administered outside of those hours. You must visit the Novalis website to register and pay for this service.

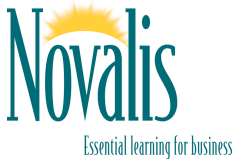
The following is an overview of the steps that are part of the online proctoring process:

1. The student must complete the top part of a "Proctor Application" form (see attached) and return it to the Novalis office.
2. The Novalis proctor (proctor@novalislearning.com) will contact you to arrange a convenient time and date to take the exam.
3. At the appointed time, the proctor will initiate a Zoom meeting and will ask you to confirm your identity by showing a photo I.D. before the testing begins. Note that the proctor must be able to both see and hear you while the exam is being taken or no credit will be given. The proctor will provide you the password for the 25 question T/F exam stored on the same TalentLMS website where you viewed the course material.

Note: There will be a \$25.00 fee charged if the online proctor has to teach the student how to use Zoom. If the student is not proficient with this technology, they should have someone available to assist with the setup and login process.

4. Upon completion, the exam will be automatically graded by the computer. If you receive a score of at least 70% then you will have passed the course and Novalis will generate a "Course Completion Certificate" for your records and we will notify IDFPR. If you do not receive a minimum 70% score, you will be able to review questions missed and be allowed one additional opportunity to pass the exam.

If you have any questions before proceeding, please contact the Novalis proctor at proctor@novalislearning.com, Sue Wiseman at sue@novalislearning.com, or call 888.346.5411.



APPLICATION TO SERVE AS EXAMINATION PROCTOR

TO BE COMPLETED BY STUDENT

Student Full Name: *Printed:* _____ *Signature:* _____

Illinois Auctioneer License #: _____

Contact Information: *Phone:* _____ *Email:* _____

TO BE COMPLETED BY PROCTOR

Full Name (please print): _____

Professional Title: _____

Company/Organization: _____

Business Mailing Address: _____
(Street Address and/or P.O. Box)

(City) _____ (State) _____ (Zip) _____

Telephone: _____ Fax: _____ E-mail: _____

Briefly describe the location and environment for administration of the exam:

Please check all statements that are true:

- I am not related to the student I do not work with the student I am not a licensed auctioneer
- I understand that Novalis will not be reimbursing me for this service.
- I have read the "Guidelines To Serve As Proctor" and understand my responsibilities. My primary role is to ensure that the student does not cheat.
- I understand that any irregularities in the proctoring process may result in the student's test results being invalid.

Signature of Proctor _____ Date _____

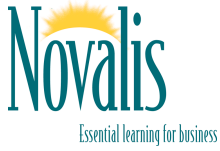
INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE APPROVED

Return The Completed Application By:

**Email: sue@novalislearning.com
or Fax: 888-346-5418**

**NOVALIS, INC.
2105 Eastland Drive, Suite 10
Bloomington, IL 61704
Phone: 888.346.5411**

This application has been reviewed and is:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
Novalis Staff Signature	Date



GUIDELINES FOR SERVING AS AN EXAMINATION PROCTOR

Thank you for agreeing to serve as a proctor for a student taking our distance learning courses. This information will familiarize you with your obligations.

AS A PROCTOR, YOU ARE RESPONSIBLE FOR:

RECEIVING AND SECURING THE EXAM

- Please check to be sure that you have received the examination(s) and evaluation(s) for each course. Call Novalis immediately if there are any discrepancies or omissions.
- Keep the exam in a secure place until the time of administration. Under no circumstances should the tests be placed in the possession of a third party or in the possession of the student before administering them.
- The student will contact you to arrange a mutually convenient time for testing.

PROVIDING AN APPROPRIATE SITE FOR ADMINISTERING THE EXAM

- The exam should be administered in your place of business. Homes, home offices, or the student's place of business are inappropriate sites.
- The site should be free from noise and distractions. It should have adequate lighting, ventilation, and a comfortable seat and work table for the student. The room should be private and off limits to other people during the testing process.
- The proctor must ensure that students do not have access to smart phones or other devices during the test(s).
- If you are serving as a proctor for more than one student, these students **must not** take their tests with you at the same time.

ADMINISTERING THE EXAM

- Confirm the identity of the student through some form of photo identification (i.e., driver's license). If the student cannot provide valid photo I.D, they cannot take the test.
- Monitor the examination process to ensure that all Novalis guidelines are met. **Your primary role is to ensure that the student does not cheat.**
- The test is closed book. The student will only need a pen or pencil. All other materials including coats, briefcases, purses, phones, electronic devices, etc., should be out of reach.
- Any unusual circumstances surrounding the test administration should be reported to Novalis. Examples include loud or distracting noises, fire drills, or any other occurrences which may have impaired student performance.
- Do not answer any questions about exam content.
- Ensure that the exam cover page is completed and signed. Tests with incomplete information or without signatures will be considered invalid.
- Collect the completed exam from the student.

SECURING AND RETURNING THE EXAM AND COURSE EVALUATION

- Send the completed test(s) and course evaluation(s) via email to sue@novalislearning.com or fax at 888-346-5418.
- Under no circumstances is the exam to be duplicated, reproduced, or retained by either the student or the proctor.

QUESTIONS?

- If you have any questions regarding a proctor or course logistics, contact Sue Wiseman, Education Coordinator, via:

Email: sue@novalislearning.com / Telephone: 888.346.5411 / Fax: 888.346.5418