

# INSTRUCTIONS & INFORMATION

Illinois Auctioneer Continuing Education

Distance Learning Courses

(Updated: 3/15/23)

Novalis is committed to providing quality continuing education in ways that accommodate busy auctioneers. Below we have listed the steps you must follow to ensure the best possible educational experience. We also recommend that you review the “Distance Learning Course Policies” so that you understand how the process will work.

## REVIEW THE MATERIALS PROVIDED

The material for each course consists of a timed online video to view. After you start the course, you can download/print the note pages and other material. As you watch the video, make notes or highlight key points and concepts to help you learn the material. You will also have opportunities to enhance your knowledge through various case studies and quiz questions that have been incorporated into the coursework.

## TAKE YOUR PROCTORED EXAMINATION

Illinois state regulators require that auctioneer students pass a proctored, state-approved examination for each course. Exams will be emailed directly to your approved examination proctor, unless an online proctor is used. Note: After completion of the courses online, Novalis must receive confirmation via the web platform that you have completed your online learning requirements before the exams will be forwarded to the proctor.

**Returning Students Using A Previously Approved Proctor:** If you are a returning student and already have an approved proctor from the prior renewal period who meets the current Novalis proctor guidelines, you do not need to complete a new “Proctor Application.” However, you must contact Sue Wiseman at [sue@novalislearning.com](mailto:sue@novalislearning.com) or (888) 346-5411 so we know that you have arranged to use the same person. You must also verify that we have the proctor’s current email address and telephone number.

**New/Returning Students Using A New Proctor:** If you are a student without an approved proctor, you will need an unrelated 3<sup>rd</sup> party person to administer the state-required examinations. Please read “Guidelines for Selecting a Novalis Course Proctor”. When you have chosen that person, please have them complete the proctor application and return it to the Novalis office by email or fax. Once your proctor has been approved, all examinations will be emailed directly to them to be kept in a secure location until you are ready to be tested.

## COMPLETE THE COURSE EVALUATION

All students must also return a completed “Course Evaluation” form in order to successfully fulfill the requirements of the course. This evaluation is included at the end of each online course, or will be emailed to your proctor along with your examinations.

## RECEIVE EVIDENCE OF SUCCESSFUL COMPLETION

Each student who successfully completes an approved course (i.e., passes the test, completes a course evaluation, and does not in any way cheat or engage in fraudulent practices) will receive a “Course Completion Certificate” via electronic mail. If using our Zoom Proctoring Service, students must download or print the certificate after the completion of each course.

## PROVIDE CURRENT LICENSE INFORMATION

It is the student’s responsibility to provide Novalis with his/her correct auctioneer license number when signing up for the courses. It must also be correct on the front page of each paper exam. Should Novalis need to issue a replacement Completion Certificate, or re-report to state regulators due to a license number error, an additional fee will be charged (see Course Policies).

## REVIEW COURSE POLICIES

Please refer to the “Distance Learning Course Policies”.

## ASK QUESTIONS

If you have questions regarding your order or course logistics, contact Sue Wiseman, Education Coordinator, via:

**Email: [sue@novalislearning.com](mailto:sue@novalislearning.com) / Telephone: 888.346.5411 / Fax: 888.346.5418**



# DISTANCE LEARNING COURSE POLICIES

## REGISTRATION

Registration can only be completed through our secure web site: [novalislearning.com](http://novalislearning.com)

## PAYMENT

Payment for all courses is needed for your registration in the course(s). Payment must be made in the form of an approved major credit card through our learning platform website.

## REFUND POLICY

For distance learning courses, refunds will be given if requested by phone or e-mail within 15 days after the course materials are ordered and not started. The refund amount will be the amount paid less a \$15 administrative fee per course and will be sent within 30 days of cancellation.

## TIME REQUIREMENT FOR COURSE COMPLETION

Course registration is valid for 90 days. *This 90-day period is strictly a Novalis policy and is unrelated to the continuing education completion deadlines or license renewal deadlines for the state of Illinois. It is the sole responsibility of the student to ensure that he/she completes courses in time to meet the state requirements.* Novalis may re-activate an expired course for a student for an additional 90 days for an administrative fee of \$15 per course, as long as the course material has not changed.

## ONLINE ZOOM PROCTORING

Student must be punctual for their session. If you are more than 10 minutes late or cancel your session less than 24 hours in advance, a \$50 fee will be applied to your account.

## GRADING TIME

If using an outside proctor, all tests and examinations will be graded within three business days of receipt by Novalis. A "Certificate of Completion" will be sent via e-mail.

## RUSH GRADING FEE

Students who require that their paper tests be graded in less than three business days from the date they are received by Novalis can request our Rush Grading Service for an additional fee of \$15 per examination.

## ADMINISTRATIVE AND EXAM RE-TAKE FEES

Students who submit incomplete exams, fail to submit course evaluation form or require a test re-take, will be charged an additional fee of \$15 per missing item.

## UNETHICAL BEHAVIOR

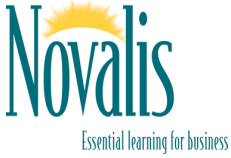
**Novalis does not tolerate unethical behavior which would include, but is not limited to:**

- Attempting to receive completion credit for courses not completed in the manner required.
- Failing to abide by Novalis course policies or attendance policies.
- Cheating or facilitating cheating on any assessment exercise, test, or examination.
- Duplicating or reproducing materials or otherwise violating the Novalis copyright policy.
- Plagiarism in any form.
- Violating the *Terms of Use* of the Novalis web site.
- Facilitating course completion for another student.
- Providing false or misleading information.
- Colluding with an examination proctor.

Novalis will not issue a Certificate of Completion to any student whom it believes has engaged in unethical behavior in completing a Novalis course, nor will we refund any course fees. Where required to by state license law, Novalis will also report the student to the respective state regulator. The determination of whether a student has acted unethically is made at the sole discretion of Novalis staff.

If you have any questions regarding your order or course logistics, contact Sue Wiseman, Education Coordinator, via:

**Email: [sue@novalislearning.com](mailto:sue@novalislearning.com) / Telephone: 888.346.5411 / Fax: 888.346.5418**



# GUIDELINES FOR SELECTING A NOVALIS COURSE PROCTOR

## SELECTING A PROCTOR

Each student is responsible for selecting a proctor to administer the examination(s) which are required by the state for the successful completion of any distance learning continuing education course. When you have selected the person who has agreed to serve as your proctor, please send us the completed “Application To Serve As Examination Proctor” form. To avoid being rejected, please be sure that the application is completed in its entirety. Note: You do not need to fill out an application if you are using the Novalis online proctoring service (see below).

## PROCTOR ELIGIBILITY

The proctor must be a professional person who proctors examinations as a regular part of his or her professional duties (e.g., a librarian or professional educator). The proctor must be an independent third party and must be located outside of your place of employment. **Family, friends, coworkers, and other licensees will not be approved as proctors. The examination(s) must be administered in the proctor’s place of business. Homes, home offices, or the student’s place of business are not appropriate.** See the “Guidelines For Serving As A Proctor” for more specific information. The student is responsible for any fees that a proctor may charge, though most proctors do not charge fees unless it is for an approved online administrator.

## CUSTODY OF EXAMINATIONS

Exams will be emailed directly to your proctor. Students are responsible for contacting their proctor to arrange a mutually convenient time for testing. Your proctor will keep the test materials in a secure location and will confirm your identity before you take the test(s). **Bring photo identification and auctioneer license number with you to the test site** or you will not be allowed by your proctor to take the tests. The proctor will monitor the exam process to ensure that all guidelines are met. Completed tests must be returned to Novalis by the proctor via email or fax. All tests are closed book. All other materials (e.g., coats, briefcases, purses, phones, electronic devices, etc.) must be out of reach during testing.

## EXAMINATION SITE

Exams are to be administered in an environment conducive to test taking. An office in the student’s place of employment is not an appropriate setting. Most proctors can arrange an appropriate place at their business location that would be off limits to others and free of telephone, paging or intercom systems. In short, your proctor should ensure that the area is quiet and conducive to your concentration while taking the exam.

## CERTIFICATION & VALIDITY OF RESULTS

The exam will have a cover page which includes a certification that both you and your proctor must sign in order for your examination results to be valid. This certification attests that you understand the conditions under which you are to take the test, and that if we believe the test taking or proctoring process has been compromised in any way, we may at our sole discretion determine that the results are invalid due to unethical conduct.

## NOVALIS ONLINE PROCTORING SERVICE

As an alternative to an in-person proctor, an auctioneer may utilize the services of a **Novalis Online Proctor** for a fee. To qualify for this option, the student must have access to the Internet, along with a computer and camera that is capable of streaming “Zoom” software. The online proctor will then contact the student to arrange a convenient date and time for the examination. The test proctor will email the instructions and Zoom link with a confirmed date and time. At the appointed time, the test proctor will confirm the student’s identity with a photo ID, along with providing the exam password(s). The student will take the exam while the proctor is watching to ensure that there is no unethical behavior. Upon completing each exam (assuming the student receives at least a 70% score), the student must either download or print their Completion Certificate. Both parties will then log-off. Novalis will notify the state of each completed course. The fee for this service is \$20 per exam during normal business hours (8:00 – 4:00 CST). You must visit the Novalis website to register/pay at [novalislearning.com](http://novalislearning.com).

## QUESTIONS?

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

**Email: [sue@novalislearning.com](mailto:sue@novalislearning.com) / Telephone: 888.346.5411 / Fax: 888.346.5418**



# 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

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](mailto:sue@novalislearning.com), or

Fax: 888-346-5418

**PLEASE DO NOT MAIL!**

**NOVALIS, INC.**

2105 Eastland Drive, Suite 10  
Bloomington, IL 61704  
Phone: 888.346.5411

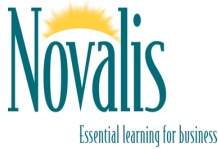
This application has been reviewed and is:

Approved

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 @ 888-346-5411 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 table for the student. The room should be 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).

### ADMINISTERING THE EXAM

- Confirm the identity of the student through photo identification (e.g., 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](mailto:sue@novalislearning.com) or faxed to 888-346-5418. **PLEASE DO NOT SEND THE EXAMS VIA POSTAL MAIL.**
- 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](mailto:sue@novalislearning.com) / Telephone: 888.346.5411 / Fax: 888.346.5418**