



Thank you for contacting Mbition Learn Real Estate!

If the course is asking for a proctor code, you are required to have your proctor fill out the provided Proctor Form for each of your exams.

The Proctor:

Per Arkansas Regulation, students are required to take their Appraisal exams with a State-Approved Proctor.

Below is the list of proctors that students can use for these exams:

<p>Barton Library Nancy Arn Interim Director 200 E. 5th Street El Dorado, AR 71730 Phone: 870-863-5447 Email: narn@bartonlibrary.org</p>	<p>Bentonville Public Library Heather R. Hays MS Senior Librarian 405 S Main Street Bentonville, AR 72712 Phone: 479-271-5976 Fax: 479-271-6775 Email: hhays@bentonvillear.com www.bentonvillelibrary.org</p>	<p>Boyd T. Mollie Library 100 East Academy Paris, AR 72855 Phone: 479-963-2371 Email: parlib@centurytel.net</p>
<p>Lyon College Annette Castleberry Director of Career Services 2300 Highland Rd. Batesville AR 72501 Phone: 870-307-7227 Email: annette.castleberry@lyon.edu</p>	<p>National Park Community College Testing Center Suzy Still 101 College Drive Hot Springs National Park, AR 71913 Phone: 501-760-4222 Fax: 844-806-8752 Email: testingcenter@np.edu</p>	<p>Piggott Public Library Gay Johnson 361 W Main St. Piggott, AR 72454 Phone: 870-598-3666 Email: piggott@mylibrarynow.org</p>
<p>Saline County Library Bob Herzfeld Memorial Library Brad Crumby Address: 1800 Smithers Drive Benton, AR 72015 Phone: 501-778-4766 Email: bradc@salinecountylibrary.org</p>	<p>Springdale Public Library Attn: Proctor 405 S. Pleasant Street Springdale, AR 72764 Phone: 479-750-8180 Email: proctoring@springdalelibrary.org</p>	<p>University of Arkansas Dr. Angela Elsass, Associate Clinical Professor 208 Peabody Hall, Fayetteville, AR 72701 Phone: 479-601-2722 Email: aelsass@uark.edu</p>
	<p>William F Laman Public Library System Craig Gerald 2801 Orange Street North Little Rock, AR 72114 Phone: 501-758-1720 Craig.gerard@lamanlibrary.org</p>	



Please see attached for the requested Proctor Form.

Before the Exam:

- Arrange a time with the proctor to take the exam.
- Present the proctor with a valid ID such as driver's license, student ID, state ID or passport.
- Find a quiet area where the exam can be taken with little distraction.
- The exam is online. Only a basic calculator and a calendar are permitted during the exam.

During the Exam:

- The exam can be taken on any computer (as long as a proctor is present).
- Please login to your course page and scroll down to see the final exam. A box will pop up requesting the proctor code. Have the instructor type in the proctor code.
- The first and second slides of the exam will state if there is a duration for the exam.
 - When the time expires, the exam will time out.

IMPORTANT NOTICE ON EXAM TIME-OUTS

Our Learning Management System requires that each question be answered in 5 minutes. If a question is unanswered after 5 minutes, the exam will be timed out. When this occurs, the exam becomes inactive. Students must receive a new proctor code and start the exam from the beginning.

Thanks!



Proctor Form

Course and Student Information (please complete all information)

Name of Course(s): _____

Name (Last, First MI)

Date of Birth

Address

Phone Number

Email Address

----- **This section must be completed by proctor** -----

Proctor Information (please complete all information)

Name (Last, First MI)

Job Title/Position

Organization

Address

Phone Number

Email Address

Instructions to proctor: Please complete and return this form to proctor@mbitiontolearn.com

I understand and acknowledge that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the student, which would influence me from properly administering the examination.
2. The student will show me positive photo identification prior to beginning the examination.
3. The student will not receive any assistance and have no access to books, notes or reference material.
4. The examination will not be compromised, copied, or recorded in any way or by any method.
5. Mbition LLC has provided me the relevant state requirements for a proctoring location and that this examination shall be proctored at a location qualifying under such state requirements and approved by Mbition LLC.

Signature of Proctor

Date