



## **NSREC Exam Rules**

### **Introduction**

The purpose of the Nova Scotia Real Estate Commission (NSREC) Exam rules is to inform test takers, licensees, and the public of the measures the NSREC employs to uphold the integrity of the exam results. These measures protect the credibility of the exam process and uphold the reputation of the NSREC and the qualifications it confers.

NSREC exams are intended to assess individuals' understanding of the subject matter required to act as a licensed real estate salesperson. As competency-evaluation tools, exams support consumer protection by ensuring that applicants meet the requirements for entry to the profession both academically and ethically.

### **Exam administration rules**

The NSREC is committed to providing a fair and equal exam process for all test takers, where understanding and the application of the subject matter is accurately assessed without external aids or unauthorized assistance.

### **Responsibilities of Measure Learning**

Measure Learning conducts online live-proctored salesperson examinations through the ProctorU platform on behalf of the NSREC.

Measure Learning, the ProctorU platform, and its proctors are integral to ensuring exam integrity and to assist in detecting academic dishonesty.

Measure Learning has a wide array of tools at their disposal to detect any academic integrity violation or exam misconduct.

### **Confirmation of identity**

Measure Learning is required to collect personal information of test takers and confirm the identity of the test takers. Test takers consent to the collection and use of their personal information for the purposes of satisfying these exam rules.

## **NSREC Salesperson Licensing Online Exam Rules**

Meazure Learning proctors are responsible for overseeing the exam process, including monitoring test takers for exam integrity, reporting irregularities or breaches, making recommendations regarding exam nullification, and enforcing the NSREC Exam Rules.

### **1. Exam eligibility requirements**

1.1. Test takers must complete the salesperson licensing course before applying for the exam. Test takers have one year from the completion date of the salesperson licensing course to write the salesperson licensing exam and, if unsuccessful on the first attempt, one supplementary exam.

1.2. Original, valid, government-issued photo identification (I.D.), for example a passport, a Canadian driver's license, or a Canadian permanent resident card is required for identity verification at the time the exam is taken. Failure to provide valid identification will result in the test taker rescheduling the exam, at the expense of the test taker.

1.3. The name on the government-issued photo I.D. must match the name the test taker used to set up the ProctorU account and the I.D. photo must match the face of the test taker. Discrepancies will require following up with the NSREC to explain the discrepancy and having to reschedule the exam, at the expense of the test taker.

1.4. The NSREC and Meazure Learning reserve the right to refuse access to an exam, terminate, pause, postpone, or add conditions for any reason, including but not limited to, security concerns, ethical considerations, provision of false or misleading information, or any other circumstances deemed necessary to uphold the integrity and security of the exam process.

### **2. Exam Registration Policies**

2.1 To register for the exam, test takers complete an Online Salesperson Exam Application and email it to [licensing@nsrec.ns.ca](mailto:licensing@nsrec.ns.ca).

2.2 After the exam application has been processed by the Commission, the test taker will be emailed a receipt and instructions to create a ProctorU account.

2.3 After a test taker creates an account, an exam will be granted to them. Exams are granted to test takers by NSREC staff and only during NSREC office hours.

2.4 Once the test taker has been granted an exam, they can schedule the date and time of the exam and then write the exam as scheduled. Exams are available 24 hours a day, seven days a week, but must be scheduled a minimum of three days in advance, e.g. if the test taker logs in at 12pm Atlantic Time on Friday, the earliest exam they can book is 12pm Atlantic Time on Monday.

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2.5 If the test taker does not achieve a mark of 70.4% or higher on the first exam, they may repeat steps 2.1-2.4 to write one supplemental exam.

2.6. Test takers may reschedule their exam up to 24 hours before it is scheduled. Exams cannot be rescheduled in less than 24 hours. Test takers who do not attend their scheduled exam will forfeit the exam fee they paid and be required to pay an additional exam fee before being eligible to reschedule their exam.

2.7. Test takers are responsible for familiarizing themselves with these rules and policies. Violations may result in forfeiture of exam fees, disqualification, or other consequences as deemed appropriate.

2.8. Exam irregularities and/or breaches of exam rules, in order of increasing severity as determined by the Registrar, may result in a suspension of exam privileges, a nullification of exam results, a nullification of the salesperson licensing course, a two-year ban on retaking the salesperson licensing course, a refusal of the individual's licence application, and a suspension or a cancellation of licence if already issued.

### **3. General Exam Rules**

3.1. Only the registered test taker is permitted to take the exam.

3.2. Test takers are strictly prohibited from accessing physical or digital resources during the exam, including but not limited to, books, notes, smartwatches, tablets, and headphones.

3.3. Recording or copying of exam content, including writing, copying and pasting, taking screenshots, photos, and audio/video recordings of questions and answers, is strictly prohibited.

3.4. Sharing of exam content or discussing it with anyone is prohibited, both before, during, and after the exam. Posting exam content online or sharing it in person is also strictly prohibited.

3.5. Only tools and resources provided within the exam interface, the online calculator and the online notepad, may be used during the exam.

3.6. Communication with anyone other than the proctor is not allowed during the exam.

3.7. Test takers are not allowed to hide or place any prohibited materials in the test-taking area that could be viewed or accessed during the exam.

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- 3.8. Test takers are permitted a beverage and/or a snack, but neither the packaging nor contents may be used in any way that would assist the test taker in cheating or copying questions.
- 3.9. Leaving the exam area requires permission from the proctor. Unauthorized breaks will result in termination of the exam and nullification of the results.
- 3.10. Test takers must behave professionally and courteously towards the proctor at all times.
- 3.11. Test takers must follow all proctor instructions and warnings.
- 3.12. Exam recordings are routinely reviewed for irregularities and/or breaches of exam rules. Test takers whose exams indicate irregularities and/or breaches of exam rules may have their exam nullified by the NSREC. If the exam is determined to be null and void, the exam attempt and exam fee will automatically be forfeited.
- 3.16. Test takers must remove and place out of reach any head coverings that are not deemed essential for their identity or self-expression (e.g. religion, cultural identity) such as hats, watches, sunglasses, and other head coverings. If the test taker's ears are obscured by hair, head covering, or clothing, the proctor will ask the test taker to show their ears to demonstrate that they are not wearing earphones/earbuds (hearing aids are permitted).
- 3.17. Test takers are responsible for verifying their eligibility for licensing prior to taking the course and the exam. Passing the exam does not guarantee eligibility, as a criminal record check, a credit check, and proof of high school graduation/GED or an [acceptable equivalent](#) will be required during the licensing application process.
- 3.18. The online salesperson exams are entirely multiple-choice questions. There is no subjectivity and, as such, these exams do not qualify for a remark or an appeal.
- 3.19. Test takers are eligible to write the salesperson licensing examination 1 and, if unsuccessful, the supplementary salesperson licensing examination 2. After two failed attempts they are subject to a one-year waiting period from the date of course completion. Upon completion of the waiting period, they may enroll in the Salesperson Licensing Courses and will be granted two more exam attempts.
- 3.20. Brokerages and their licensees are strictly prohibited from asking test takers to memorize questions, share exam questions, or in any other way, jeopardize the confidentiality and integrity of the exams. Any licensee involved in such activity is engaging in unprofessional conduct and will be subject to disciplinary action, which may include licence suspension, licence cancellation, and significant financial penalties.

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### **4. Online Proctor-Specific Rules**

4.1. The exam area must be free of prohibited materials, including but not limited to books, notes, electronic devices, and smartwatches, for the entire duration of the exam, including breaks. A cell phone is required for the room scan and must be placed out of reach when instructed to do so by the proctor.

4.2. Multiple monitors or TV screens are not permitted near the exam area.

4.3. Actions that may be interpreted as attempts to communicate with others or consult unauthorized resources, including but not limited to the actions listed here, are strictly prohibited:

4.3.1. Repeatedly/excessively looking off screen

4.3.2. Obstructing their face with anything such as papers or hands

4.3.3. Speaking to someone else in the room

4.3.4. Speaking, whispering, or singing in any language

4.3.5. Moving outside of camera view, turning off their camera, or turning off their microphone

4.3.6. Interacting with another person, other than the proctor, in any way

4.3.7. Accessing any content, software applications, or websites during the exam other than the exam platform

4.3.8. Excessive noise in the environment or playing music

4.4. Rescheduling due to technical issues on the examinee's end (excluding software incompatibility) is allowed, with a potential rescheduling fee, and will not count as an attempt.

4.5. If there is any loss of video, audio, or screen for a period exceeding five minutes during the exam, it will result in the termination of the exam and nullification of the results.

4.6. One emergency bathroom break of less than five minutes is permitted during the exam, with prior approval from the proctor. Prohibited materials must not be accessed or used during this break. The exam timer continues during the break.

4.7. Any attempt to tamper with or manipulate the exam software, including but not limited to unauthorized access to system settings or other software during the exam, is strictly prohibited.

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4.8. Test takers must ensure that their webcam is properly positioned to capture their entire face, head, and shoulders for the entire duration of the exam.

4.9. Test takers are responsible for ensuring that they have the necessary technical equipment, including a computer and a stable internet connection, to participate in the virtually proctored exam. Technical disruptions due to internet instability may lead to exam termination and nullification of exam results.

4.10. Test takers are to perform a system check before the scheduled exam time to ensure that their computer, webcam, microphone, and any required software are functioning correctly and up to date. Failure to do so may result in delays and could affect the exam experience.

4.10.1. [Equipment Requirements](#)

4.10.2. [Online Proctoring FAQ](#)

### **5. Data Collection**

5.1. Test Taker Data: During the exam process, certain personal information may be collected, including but not limited to, the examinee's name, date of birth, member ID, address, email address, and other relevant identifying details.

5.2. Exam Grade: Information regarding the examinee's exam performance, such as grades and scores, will be recorded and stored.

5.3. Technical Data: To ensure the integrity of the exam process, technical data such as IP address and device ID may be collected.

5.4. Exam Footage: In the case of virtually proctored exams, video and audio footage of the examinee during the exam will be recorded.

5.5. Other Pertinent Information: Any other data deemed necessary for the administration and security of the exam may also be collected, stored, and analyzed.

### **6. Data Storage and Sharing**

6.1. All collected data will be securely stored by the NSREC and their exam service providers in accordance with relevant privacy laws and regulations.

6.2. NSREC exam service providers may share this data with other relevant parties for the purposes of exam administration, security, compliance, and data analysis.

6.3. Examinee data may also be used for statistical and research purposes, with any personally identifiable information anonymized to protect examinee privacy.

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6.4. The handling and sharing of examinee data will be done in strict compliance with applicable data protection and privacy laws.

### **7. Accommodation**

8.1. NSREC will accommodate test takers with documented disabilities/impairment or needs relating to a protected ground and who may require alternative arrangements to write an exam. For more information about how to apply for an accommodation, see the [Accommodation of Applicants with Physical and Mental Disabilities Policy](#).