

Salesperson Licensing Online Exam Instructions

Follow this step-by-step process to prepare yourself for exam day.

1. Register for the exam

Once you have completed the Salesperson Licensing Course, complete an exam application and email it to licensing@nsrec.ns.ca. Once your application is processed, you will be emailed a receipt and can go to step 2.

2. Sign Up

Create a Test-Taker ProctorU Account here:

<https://nsrec.ysasecure.com/signup?secure=true>

You must use your name exactly as appears on your government issued photo ID when signing up. The exam proctor will verify that the name you have registered with ProctorU matches the name on your photo ID. Use your email address for your username.

After you have created a profile, you will be granted an exam. Exams will only be granted to test takers during Commission office hours. When the exam has been granted, you will receive an email notifying you that you can now schedule your exam.

NOTE: When your profile is created, you will be able to log into www.proctoru.com, but you cannot schedule or access your exam from there. That is how the proctors view your account. Your access to exam scheduling, rescheduling, and taking the exam is always through this link: <https://nsrec.ysasecure.com/login>

3. Download the Guardian Browser

[Download and install](#) the Guardian Browser. Make sure you can log into your ProctorU account using the Guardian Browser by copying and pasting the link to your account, <https://nsrec.ysasecure.com/login>, and typing in your username (email address) and the password you set up in #1. **Do not wait until exam day to do this.**

4. Schedule your exam

Log into your [ProctorU account](#) and on the Exams page, click Book. Exams are booked a minimum of three days in advance. On the New Booking Page, select the date and time you want to write. Note that a 24 hour clock is used for booking the exam time.

If you need to reschedule your exam, log into your [ProctorU account](#) and on the Exams page, click Reschedule.

5. Check Your Equipment

[Test Your Equipment](#) to make sure your hardware is compatible with ProctorU. **Do this before exam day. Not wait until your scheduled exam is about to start to find out if your equipment will work. If your equipment does not work, you will need to make alternate arrangements before your exam starts, like borrowing a newer laptop or writing in a location with a faster/stable internet connection.**

6. Find an Acceptable Space to Take Your Exam

The environment needs to be quiet, well-lit, and away from other people. Using a hard surface for a workspace, like a table or a desk, is mandatory; beds or couches are not permitted.

The workspace area needs to be free of all materials other than your laptop, mouse, smart phone, government issued photo ID, and, if desired, a beverage/snack. You will need your smart phone during the proctor's review of your workspace, but will be instructed to place it out of reach before starting the exam.

7. Watch this Video of What to Expect on Exam Day

It is important to watch [this video](#) before your exam so you ensure your workspace is correctly set up and you know what to expect on exam day.

8. What am I Allowed to do and not Allowed to do on Exam Day?

Read [these instructions](#) of what is allowed and not allowed during your exam. You are writing a live-proctored exam and both you and your screen will be recorded during testing.

9. Calculator and Notepad Provided

An online calculator and notepad are provided in the ProctorU platform and are indicated by the calculator and notepad icons. Click the icon to open.

10. For More Information About ProctorU Live-Proctored Exams

See these [Frequently Asked Questions](#) and the [ProctorU help center](#).

Note that your [ProctorU exam login](#) where you can book, reschedule, or withdraw your exam, will always be this link: <https://nsrec.ysasecure.com/login>

11. Exam Integrity

Your exam will be live-proctored, which means the exam proctor will observe you throughout the duration of your exam. As well, both you and your screen will be recorded

during testing. If the proctor observes a test taker engaging in activity that makes them suspect the test taker is cheating, that test taker will be warned and that section of the recording will be flagged for review by Commission staff. If the proctor observes a test taker engaging in activity that is identifiably cheating, the proctor will stop the exam and contact Commission staff who will review the exam session and follow up with the test taker. In accordance with the NSREC Exam Policy, outcome for test-takers who cheat on the exam is voiding the salesperson licensing course completion and a two-year ban from taking the salesperson licensing course.