# CERTIFICATE OF TEST PROCTOR

Submitting this completed form will allow Key Realty School to release the exam to the proctor via fax.

Nevada Administrative Code (NAC) 645.412 requires that a student who enrolls in a correspondence or home study program must pass a proctored, closed book examination. The proctor (someone over 18 who is not related to the student / see section 1 below) must complete this form and fax the completed form to Key Realty School. (702) 933 0567. Key Realty School **requires** all proctors signatures to be notarized, this insures the proctor is a real and valid person. All sections of this form must be completed for a test to be sent to the proctor.

Instructions to proctor: Complete this form then fax the form to **702-933-0567**
This document can not be submitted to Key Schools by any method other than fax.

**Key Realty School** will fax the exam to be proctored

_____

_____

***List the name of the course(s) taken***
***(Use the students receipt or the title of the workbooks)***

_____

***Name of the student taking the test***

The proctor certifies 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 examinee that would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage firm.

2. The student taking the exam will show me positive photo identification prior to taking and completing the examination.

3. The examination will be administered under my supervision on the following date: _____.

4. The student will receive no assistance when taking the exam.

5. Key Realty School may contact me with questions via phone at the following number: _____.

6. The test should be faxed to my attention at the following fax number: _____.

**OR** (Only 6 **or** 6A should be filled in. Proctors may not select both)

6A. The test should be emailed to my attention at the following email address: _____.

7. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.

8. After examination is administered, I will fax the completed answer sheet to Key Realty School.

_____

***Printed Name of Proctor*** ***Signature of Proctor***

_____

***Address*** ***City*** ***State*** ***Zip***

State of _____ } (Notary Seal)
}SS
County of _____ }

Subscribed and sworn to before me this _____ day of _____, 20____.

_____ My appointment expires on _____.
*Notary Public*