
Instructions for Scheduling Your Final Exam

You may schedule the final exam 2-1/2 weeks after receiving your course materials. Use the enclosed “Final Exam Request” form when you are ready to take the final exam.

The final exam for this course is a pass/fail, open book exam, consisting of 100 multiple-choice questions. You will have two and one-half hours (150 minutes) to complete the exam. You must score 60% or higher to pass and receive credit for this course.

You may bring a copy of your textbook for the course and consult it throughout the exam as often as you wish. You may not consult any other printed or written materials, including notes or dictionaries of any kind. You may bring a silent calculator, provided it does not have alphabetic and/or user-entered programmable functions. If it is capable of a paper printout, you must remove the paper supply.

If you pass the exam, we will send you the Statutory Course Completion Certificate within ten calendar days of receipt of the completed exam. The Completion Certificate will list your final grade for the course. If you fail the exam, you must re-take the exam, and you will receive further written instructions by mail. We cannot release information about grades over the phone.

ONLINE FINAL EXAM:

If you have access to the internet and would like to take your final exam online, be sure to include your complete e-mail address on the *Online Final Exam Request* form in addition to the other information requested. Additional instructions will be e-mailed out to you after we receive your request. You may also send your name, address, and phone number to us at: **questions@televisioneducation.com.**

SUPERVISED FINAL EXAM:

If you are not taking the course final exam online, the final exam must be supervised by a qualified test administrator (monitor) who is not related to you by blood, marriage, or any other relationship that would influence him or her in properly supervising the exam, and the exam may not be administered at your home.

By state regulation, we must approve the test administrator, but you must propose a suitable candidate (such as a librarian) at a location near you.

Suitable locations for the supervised exam include:

- Real Estate Boards or Associations
- Real Estate Brokerages or Agencies
- The school where you purchased this course
- Public Libraries
- Title or Escrow companies

(continued)

When you are ready to take your course final exam, complete the enclosed *Final Exam Request Form* and return it to us. **Be sure to obtain consent from the candidate first.**
 We will notify you by return mail when your candidate has been approved.

Fill out all fields completely! This is the address to which we will mail your Certificate of Completion. Don't forget to include apartment or suite numbers.

Indicate which final exam you are requesting. If you are enrolled in multiple courses, you may request multiple exams with a single form.

You do not have to request all your final exams at once! A separate Final Exam Request Form is included with every course. You may request each final exam individually when you are ready.

Remember, you must wait at least 18 days from the time you enrolled FOR EACH COURSE. (For example, you may take any one exam after 18 days, up to two after 36 days, three after 54 days, etc.)

If you request your exams earlier, we will not ship them until the required time has elapsed. (For example, we'll ship one exam after 18 days, a second after 36 days, and so on.) If there is a specific order in which you would like to receive the exams, indicate this by numbering the courses.

This section will be used as a mailing label, so be sure to print *clearly*. Don't forget to include apartment or suite numbers.

FINAL EXAM REQUEST FORM

We must receive all nominations IN WRITING. We cannot process this over the phone.

STUDENT INFORMATION (REQUIRED):
Print clearly to avoid processing delays

STUDENT'S NAME: _____			
ADDRESS: _____			
DAYTIME PHONE: (____) _____			
E-MAIL ADDRESS: _____			
E-MAIL ADDRESS: _____			

COURSE SELECTION:

Please indicate which course final exam you are requesting. *The California Department of Real Estate requires that you wait a minimum of 18 days from your course enrollment date. This 18-day waiting period is for EACH COURSE. (For example, you may take any ONE final 18 days after course enrollment, a second final 36 days after, a third final 54 days after, etc.)*

<input type="checkbox"/> Appraisal	<input type="checkbox"/> Finance	<input type="checkbox"/> Mortgage Loan	<input type="checkbox"/> Principles
<input type="checkbox"/> Economics	<input type="checkbox"/> Legal Aspects	<input type="checkbox"/> Brokering and Lending	<input type="checkbox"/> Property Management
<input type="checkbox"/> Escrows	<input type="checkbox"/> (CA Real Estate Law)	<input type="checkbox"/> Practice	

If you are enrolled in multiple courses, you may use ONE form to request all final exams. Please number them in the order of which you wish to take them. If no preference is given, the final exams will be sent alphabetically.

PRINT CLEARLY!
This portion will be used as a mailing label.

I NOMINATE THE FOLLOWING PERSON TO ADMINISTER THE EXAM(S):
 Please fill out the following information for the test administrator you wish to propose. The administrator may not be related to you by blood or marriage, and the exam may not be administered at your home.
 Please allow up to 10 business days for us to process your request and mail the exam.

NAME: _____
TITLE: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: DAY: (____) _____ EVE: (____) _____

Complete this form and mail it to:
Television Education, Inc.
1439 Shore Street
West Sacramento, CA 95691

FOR FASTER SERVICE, FAX or E-MAIL TO:
(916) 572-0729
questions@televisioneducation.com

If you would like to take your final exam over the Internet, use the other side of this form to request your Online Exam.

Fax, e-mail, or mail us the completed form. Allow 10 business days for processing.