Exam Experience: Live Online Proctoring/IREM Learning

We partner with third-party live online proctor expert ProctorU to ensure the security and integrity of our high-stakes exams and in turn, the CPM, ARM, and ACoM certifications. As such, ProctorU applies certain parameters to live online test-takers. These instructions will walk you through scheduling your exam, testing your system, and additional parameters that ProctorU applies to live online test-takers.

Scheduling your exam: quick reference guide

NOTE: You must already be registered for your Certification Exam or MPSA with IREM in order to schedule your exam with the live online proctor.

STEP 1: To schedule your exam, go to https://www.proctoru.com/portal/irem. Read the **Getting Started** information, as it explains everything you need to know to get set up for the proctored exam, including the technical requirements and how to set up an account.

If you are a new user on the ProctorU site, you need to sign up and create an account in order to schedule the exam. You can then view a short two-minute video that shows how the process works for scheduling and taking the exam.

- When scheduling your exam with ProctorU, choose the following Institution (**Institute of Real Estate Management**) and Term (**General**) when prompted.

- ProctorU charges a premium fee for exams scheduled or rescheduled less than 72 hours in advance. To avoid premiums, please be sure to schedule or reschedule any reservations more than 72 hours in advance.
    - "Take It Soon" - 24 to 72 hours in advance will incur an additional $8 scheduling fee.
    - "Take It Now" - Less than 24 hours in advance will incur an additional $12 scheduling fee.

    Note: When scheduling your exam, please allow an extra 30-minutes to complete the pre-test procedures with the proctor.

- Prior to your session, download the Guardian Browser. This internet browser with added security will be utilized during your exam session.

STEP 2: Verify your IREM login. You will need your IREM login in order to access your exam. Log into www.irem.org/courselogin. If you are unable to login, immediately contact getinfo@irem.org for assistance. If your login is successful, then no further action is needed until the day of your exam.

STEP 3: On the **day and time of your exam**, log into https://www.proctoru.com/portal/irem and launch the exam. You will see a screen like the one below. Click the "download" link in the first step, and an online proctor will then join you to take you through the rest of the process so you may begin the exam.

STEP 4: After you complete and submit the exam, please let the proctor know you have completed the exam. The proctor will provide closing remarks. **Do not close out of the session until the proctor has given permission to do so.**

STEP 5: In most cases, you will receive your exam results via e-mail within 24 hours following your exam submission.

Important details for your exam session:

Exam Day — What to expect

Important! Please read this article from ProctorU and watch the short video on what to expect the day of your exam.

Find a quiet space

Please be at a desk or table in a room with four walls and a door, without any other people in the room. Bathroom breaks are allowed, however you will need to resecure the room to proceed with your exam Snacks are allowed.
Webcam and a reliable high-speed internet connection required. You must stay in camera view.

Permitted browser

For all proctored exams, ProctorU will require students to use the Guardian Browser mentioned above. If you have not done so already, please download the Guardian Browser prior to your session to reduce pre-exam setup time with the proctor.

NOTE: We recommend running ProctorU's Equipment test prior to the day of your scheduled exam session. Oftentimes, work computers have security restrictions that prevent ProctorU's monitoring of your exam. Please click here to test your equipment.

Permitted resources

Textbook or ebook
Calculator: Four Function, Scientific, Graphing, Computer's Calculator, Online Calculator, Financial Calculator
Notes: Handwritten, Note Cards, Printed Notes, Formula Sheets, and notes in these formats: PDF, Word, PowerPoint, Excel (you may be asked to show the proctor what notes you will be using during your exam)

The following are not permitted during your exam

Use of phones and tablets
Use of smart watches or smart glasses
Use of dual monitors
Talking out loud
Others in room
Searching the internet
Taking pictures or screenshots of the exam
Copying and pasting any elements of the exam
Utilizing a virtual machine
Remote access applications, including but not limited to: Splashtop, TeamViewer, AnyDesk, RemotePC

Additional exam-specific requirements:

MPSA

This exam uses the IREM Financial Analysis Spreadsheet heavily. You must have a full working version of Microsoft Excel (not a trial version). You may also wish to use the HP10BII Financial Calculator in handheld or desktop format (available for download in the IREM Learning platform).

CPM Exam

HP10BII Financial Calculator required. You can use a handheld or desktop version of the financial calculator (available for download in your IREM Learning platform). You may also use the IREM Financial Analysis Spreadsheet