

**REAL ESTATE DIVISION, UBC
APPRAISAL INSTITUTE OF CANADA (AIC)
APPLIED EXPERIENCE (AE) EXAMINATION REGULATIONS**

1.01 Registration and Eligibility

- (1) Candidates register for the Appraisal Institute of Canada's Applied Experience (AE) Examinations online with the Real Estate Division, UBC ("the Division"). The exact date and time of the examination is provided on the Online Exams webpage.
- (2) All candidates registering for an AE Examination must provide the Division with proof of AE Examination eligibility from their respective provincial AIC Office. AE Examination registration will not be completed until proof of eligibility is received by the Division. Registration for an AE Examination does not guarantee eligibility to write the examination.
- (3) Registrations and proof of exam eligibility must be received by the Division at least 30 days prior to the examination date.

1.02 Examination Conditions

- (1) If the conditions at any examination centre are not satisfactory, a written complaint must be received by the Division within 5 days from the date of the examination. If upheld, that candidate's examination will be considered void, and no mark will be issued. The candidate will rewrite the examination at the next scheduled exam date. Complaints regarding exam conditions will not be considered after exam grades have been released.
- (2) In the event of a disruption of an examination, the Division will make the decision whether or not to resume the examination.
- (3) In order to be permitted to write the examination, a candidate **MUST** be able to present on the day of the examination one of the following types of **picture** identification in the name in which the candidate originally registered for the AE Examination:
 - (a) a current provincial driver's licence that has a picture of the candidate (interim driver's licences are not acceptable); **OR**
 - (b) a current passport that has a picture of the candidate; **OR**
 - (c) an official identification card issued by either the Federal Government of Canada or by one of the provincial governments, which has a picture of the candidate; **OR**
 - (d) an official employment picture-identification card issued by either the Federal Government of Canada or one of the provincial governments.
- (4) If a candidate's name changes during their course, they must fill out the name change form and present the identification with their new name for examination purposes.
- (5) Where a candidate has requested that a Special Examination be established, the candidate will be responsible for the cost of this examination.
- (6) Any candidate receiving accommodations to their examination setting upon order from UBC Centre for Accessibility shall remain subject to all other Examination Regulations.

1.03 Conduct of Examinations

The following regulations govern the conduct of examinations:

- (1) Examinations can be presented in English or French and candidates may choose which language they would like to write the examination in.
- (2) Candidates arriving beyond one hour from the exam start time will not be permitted.
- (3) The answers to exam questions **MUST** be recorded in the specified format online and within the allotted time. Answers recorded in any other manner will not be considered.
- (4) Candidates may not refer to any prohibited materials, including but not limited to: scrap paper, notes, books, calendars, dictionaries, or amortization tables and are not to refer to or use any scrap paper, notes, books, calendars, dictionaries, or amortization tables unless they are permitted to do so by the examiner.
- (5) Candidates may use calculators to aid in calculations. Calculators may not be both programmable and alphanumeric. Graphing calculators are also not allowed. No other calculators or computers will be permitted without the written permission of the Division.
- (6) Electronic devices, including but not limited to: digital and smart watches, cameras, digital cameras, pinhole cameras, video cameras, digital video cameras, pagers, cellular phones, personal data assistants, any listening device, laptop computers, netbooks, tablets, iPads, iPhones, iPods, digital music players, pen recorders, any device capable of sending or receiving wireless signals, and any device capable of capturing digital images or recording video will not be permitted during the examination.
- (7) Candidates are not to communicate with or receive assistance from anyone. Any such communication will result in the penalties set out in 1.03(13).
- (8) Once the examination has commenced, no candidate may leave the room without permission. A candidate who leaves the room without permission will not be allowed to continue their examination. Smoking is not permitted during the examination.
- (9) Where candidates have been provided printed materials, all materials must be returned to the UBC Real Estate Division.
- (10) Candidates must provide work experience examples that are based on actual work situations. UBC or AIC may follow up with the candidate post-exam to verify the work experience examples.
- (11) Examination time is three hours and 30 minutes.
- (12) Candidates shall not disclose or discuss the content of the examination with anyone, and will not record, disclose, discuss, publish, reproduce, or transmit any examination question or answer, including but not limited to questions, answers, or topics, in whole or in part, in any form or by any means whatsoever (orally; in writing; electronically through a variety of means, including, but not limited to, text messaging, Facebook, Twitter, other social media, email, blogging; Internet "chat room", message board, forum; or otherwise) at any time.

(13) Candidates failing to comply with any of Regulations 1.03(4) through 1.03(12) inclusive may, at the discretion of the Director, be subject to penalties that may include, but are not limited to, the following:

- (a) invalidation of the examination; AND/OR
- (b) a failing grade or mark of zero on the examination in which the academic misconduct occurred; AND/OR
- (c) a suspension from further registration for AE Examinations for a specified period of time, or indefinitely; AND/OR
- (d) a reprimand, with letter placed in candidate's file with UBC and the AIC; AND/OR
- (e) providing restitution in the case of damage to, or removal or unauthorized use of, property; AND/OR
- (f) a notation on the candidate's permanent record of the penalty imposed.

Further, the Appraisal Institute of Canada will be made aware of any such failures to comply with Regulations 1.03(4) through 1.03(12) inclusive and may, at their discretion, impose their own penalties.

(14) Candidates subject to penalties under Regulation 1.03(13) jeopardize their opportunity to write future examinations and to register in future courses with the Real Estate Division.

1.04 Results of Examinations

- (1) In order to pass the examination, candidates must obtain a minimum overall course grade of 70%.
- (2) Examination results and grading worksheets are posted to Course History on the Division's website, normally within three to six weeks of the date the examination was written. No results will be provided in person or by telephone.
- (3) Examination results will be withheld if any fees are outstanding.

1.05 Review of Examinations

- (1) Where a candidate fails an examination, they will receive a post-examination review, which consists of a second marker reviewing the accuracy and consistency of the original examination marking and a confirmation of the candidate's grade. Additional feedback may also be provided.
- (2) The initial grade released will be considered provisional, pending confirmation by the post-examination review.
- (3) Where a candidate has registered for an examination rewrite based on the provisional examination grade, but the post-examination review changes a failing grade to a passing grade, the candidate will be refunded any fees related to the rewrite examination registration.
- (4) There is no further review or appeal of examination grade, once confirmed by the post-examination review.

1.06 Deferred and Rewrite Examinations

- (1) Where a candidate, by reason of business pressures, illness, or other good cause, is unable to write on a scheduled examination date, they may be eligible to defer their examination to a subsequent scheduled examination date. Deferrals must be made at least 30 days prior to the existing examination date and within one year of the original date of registration. The cost to Defer an AE Examination is \$125.
- (2) Failure to attend the scheduled examination, without an accepted deferral, may result in the forfeiture of the exam registration. The Director has the discretion to extend an offer to defer the examination for 30 days. Subsequent applications to write an examination are subject to a \$215 fee.
- (3) If a candidate fails the examination, they may apply for a Rewrite Examination on a subsequent scheduled examination date. The cost to rewrite an AE Examination is \$215. Please refer to the information on the [AIC's website](#) for details on failed examinations.
- (4) Applications to Defer any examination must be made online from the Exam Defer link on the Exam Management web page. Applications to rewrite an examination are made from the Course Registration web page in the same manner as the original AE Examination registration.

1.07 Fee Summary

- (1) AE Examination Registration - \$215 per attempt.
- (2) Rewrite an AE Examination - \$215 per attempt.
- (3) Defer an AE Exam - \$125 per deferral (requires minimum 30 days notice).

2.01 Discretion of the Director

- (1) Notwithstanding anything contained in these Regulations to the contrary, where a candidate alleges that they have been unfairly prejudiced by the application of these Regulations, an application in writing may be made to the Director for relief. The Director may take such action on such terms as the Director sees fit and may do so in consultation with the Appraisal Institute of Canada.

3.01 Payment Policy

- (1) All fees are payable by VISA, MasterCard, or in the form of a certified cheque or money order made payable to The University of British Columbia. Online payments can only be made using VISA or MasterCard.

4.01 Confidentiality

- (1) The AE Exams are administered by UBC on behalf of the AIC. Information relating to candidates' registration, progress, discipline, and exam results are made available to the AIC.
- (2) Examinations are the property of AIC and will be retained by AIC for review purposes. Examinations may be distributed for future training purposes and other administrative and academic uses as necessary.

5.01 Accommodation for Candidates with Disabilities

- (1) The Division's goal is to ensure fair and consistent treatment of all candidates, including candidates with a disability, in accordance with their distinct needs and in a manner consistent with academic principles. Services are available through the UBC Centre for Accessibility, and candidates who have physical, sensory, or specific learning disabilities are encouraged to contact the Division to make appropriate arrangements. *Candidates requiring special examination accommodation must contact the UBC Centre for Accessibility at least 2 months prior to their examination date.*