

YOUR REGISTRATION WILL ONLY BE ACCEPTED IF YOU HAVE READ, CHECKED AND SIGNED THE AGREEMENT BELOW

REAL ESTATE DIVISION CANDIDATE AGREEMENT

You **must** agree to **ALL** of the terms of the Real Estate Division Candidate Agreement **before** completing the Licensing Course Examination Registration. This Agreement must be read in conjunction with the Course Regulations and all capitalized terms shall have the meanings ascribed to them in the Course Regulations. **Put a checkmark in each checkbox** to indicate that you have read and understood each term.

- 1. I affirm that I have read, understood and will comply with the Course Regulations.
- 2. I understand that the Real Estate Division Examinations are confidential and secure, protected by laws governing the ownership of intellectual property in British Columbia and Canada.
- 3. I certify that I am the person whose name appears on this Examination registration form.
- 4. I certify that I will be writing the Examination and that I will not permit anyone to attend the Examination and write the Examination in my place.
- 5. I affirm that I am not in possession of, nor have I been exposed to, any unauthorized Real Estate Division Examination materials, questions, or answers.
- 6. I understand that all Examination materials, including my answers, scrap papers, booklets or any writing instruments provided to me are the property of the Real Estate Division and I will not have any right to inspect or review my exam question booklet, answer sheet, or scrap papers upon completing the exam.
- 7. I agree that I will not bring any device capable of sending or receiving wireless signals, any device capable of capturing digital images or recording video, or any other items prohibited by the Course Regulations into the Examination room including, but not limited to: 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.

At all times and without prior notice, the Real Estate Division retains the right to prohibit any items for the effective administration of its Examinations and to ensure the integrity of the Real Estate Division's examination security measures.

If a prohibited item is found in my possession by any of the Real Estate Division staff, I authorize the Real Estate Division to impose any or all of the following consequences, including but not limited to:

- i. remove the prohibited item;
 - ii. invalidate my Examination; and/or
 - iii. provide me with a mark of zero for my Examination; and/or
 - iv. apply the penalties described in Course Regulations.
- 8. I agree that I have not disclosed, nor upon completion of the Examination will I disclose or discuss the content of the Examination with anyone. I also agree that I will not record, disclose, discuss, publish, reproduce or transmit any Examination materials, 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, Facebook, Twitter, email and blogging; Internet "chat room", message board, or forum; or otherwise).
- 9. I understand and agree that disclosing any Examination questions, answers or topics, in whole or in part, by any means whatsoever, is a criminal act, and **I may be charged with theft or attempted theft** for doing so. I also understand and agree that if I disclose information about the Real Estate Division Examination questions or answers or any other product owned by the Real Estate Division, the consequences that may result include, but are not limited to, the following:
 - a. lawsuits that result in monetary damages or in my receiving other court-enforced penalties;
 - b. criminal penalties;
 - c. invalidation of my Examination results without refund;
 - d. disciplinary action by the appropriate regulatory body; and
 - e. penalties described in Course Regulations.

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REAL ESTATE DIVISION CANDIDATE AGREEMENT, *continued*

- 10. I understand and agree that any conduct which the Real Estate Division reasonably believes to be designed or intended to breach this Agreement or Examination security in general may result in the invalidation of my Examination score and may result in civil and/or criminal prosecution.
- 11. Multiple choice examinations are checked by a data forensics test security company which can detect instances of test fraud, collusion, answer-copying and cheating. Statistical analysis may be used to identify any cases of Academic Misconduct and will be used to invalidate examinations with or without further evidence. I understand and agree that the Real Estate Division has the sole discretion and is the **final authority** that determines whether I have the privilege of sitting for a Real Estate Division Examination.
- 12. I understand and agree that if I provide false information or if I violate any of the Real Estate Division's rules or procedures, or any other terms or conditions stated in the Course Regulations:
 - a. the Examination invigilator may immediately dismiss me from the Examination sitting;
 - b. my results may be invalidated, without a refund;
 - c. I may jeopardize my opportunity to write the Examination and my ability to register in future courses;
 - d. I may face civil or criminal prosecution; and
 - e. I may be subject to the penalties as described in the Course Regulations.
- 13. I agree to immediately report any improper or suspicious Examination-related conduct that I become aware of before, during, or after the examination. I understand that I can report suspicious Examination-related activity to Real Estate Examination staff and invigilators or by using the Real Estate Division [Examination Security Hotline](#).
- 14. I agree to provide information, produce documents, participate and otherwise cooperate in any Examination security investigation. I also understand and agree that if I fail to participate and cooperate in an Examination security investigation, the consequences that may result include, but are not limited to:
 - a. lawsuits that result in monetary damages or in my receiving other court-enforced penalties;
 - b. criminal penalties;
 - c. invalidation of my Examination results without refund;
 - d. disciplinary action by the appropriate regulatory body; and
 - e. penalties described in Course Regulations.

COVID-19 Candidate Agreement

- 15. I understand and agree that any environment, including but not limited to, waiting areas, registration areas, washrooms, and the examination room, involves some risk of COVID-19 transmission.
- 16. I understand and agree that examination invigilation staff are following certain protocol to help reduce or mitigate risk of COVID-19 transmission where possible, but that risk cannot be reduced to zero.
- 17. I understand and agree that if I have any COVID-19 symptoms, including but not limited to, fever or chills, cough, shortness of breath, pneumonia, upper respiratory tract infection (e.g., sore throat), sore throat with painful swallowing, shortness of breath, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, gastrointestinal symptoms (e.g., nausea, vomiting, diarrhea), prior to my examination, that I will cancel the examination (an examination deadline extension will be provided, if necessary).
- 18. I understand and agree that if I or anyone in my family are asked to self-isolate, are tested for COVID-19, or had close contact with a confirmed or probable case of COVID-19 within 14 days of the examination date, that I will cancel the examination (an examination deadline extension will be provided, if necessary).
- 19. I acknowledge that, if I or anyone in my family have a higher risk profile (e.g., older adults, those with underlying medical conditions, or those with a weakened immune system) or provide care for someone with a higher risk profile, that I have been strongly advised to postpone my examination registration (an examination deadline extension will be provided, if necessary). For more information on vulnerable populations, please visit: www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html
- 20. I have not travelled or will not travel outside of Canada within 14 days prior to the examination date.

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REAL ESTATE DIVISION CANDIDATE AGREEMENT, *continued*

21. I understand and agree to maintain proper physical distancing (e.g., minimum of 2 metres apart from others) at the examination centre in waiting areas, registrations areas, washrooms, etc.
22. I understand and agree that the examination invigilation staff can refuse to let me write and postpone my examination if I exhibit any COVID-19 symptoms on the day of my examination or fail to wear an appropriate face mask that covers both the nose and chin to, at, and during the examination.
23. I agree and confirm that the contact information in my Student Profile is up-to-date and that, should contact tracing be required as a result of COVID-19, I understand and agree that the contact information can be shared with the appropriate health authorities.
24. I understand and agree that due to the current and evolving COVID-19 situation, my examination may be postponed at any time.
25. I choose to proceed with examination registration despite some risk of COVID-19 transmission.
- NO**, I do not understand or agree to the **REAL ESTATE DIVISION CANDIDATE AGREEMENT** as outlined above and, as a consequence, choose **NOT** to proceed with my registration for the **Real Estate Division Examination**.
- YES**, I understand and agree to the terms as set out in the **REAL ESTATE DIVISION CANDIDATE AGREEMENT** as outlined above and **I wish to be registered for the Real Estate Division Examination**.

Name _____ Signed _____ Dated _____

FOR USE ONLY BY (please check appropriate box):

CHALLENGE*

Those who have written confirmation from the BC Financial Services Authority (BCFSA) of an exemption to challenge the course by writing the Mortgage Brokerage in British Columbia examination only. NOTE: Where a Challenge candidate fails the challenge examination, no opportunity to rewrite the examination is available. The candidate must then apply for the full Mortgage Brokerage in British Columbia course. No discount of tuition fees will be available.

INTER-PROVINCIAL AND BC PROCEDURES*

Those who have written confirmation from the BC Financial Services Authority to write the Mortgage Brokerage Inter-Provincial and BC Procedures examination. NOTE: Where an Inter-Provincial candidate fails the challenge examination, no opportunity to rewrite the examination is available. The candidate must then apply for the full Mortgage Brokerage in British Columbia course. No discount of tuition fees will be available.

*Enquiries about confirmation should be directed to:

BC Financial Services Authority,
600-750 West Hastings Street, Vancouver, BC V6C 2T8. Phone: 604.660.3555

PLEASE INDICATE SPECIAL/CHALLENGE EXAMINATION REQUESTED

Mortgage Brokerage in British Columbia Exam

Mortgage Brokerage in British Columbia Challenge Exam

Mortgage Brokerage in British Columbia Inter-Provincial and BC Procedures Exam (2 Hour Exam)

Mortgage Brokerage in British Columbia Supplemental Exam (2 Hour Exam)

STUDENT INFORMATION

Real Estate Division Student Number _____

Birth Date (MM/DD/YY) Required for online access to your student records. _____

Name _____

Previous Name (if applicable) _____

Address _____

City _____

Province _____

Postal Code _____

Tel (include area code) _____

Work Tel (include area code) _____

Email _____

EXAMINATION INFORMATION

Put a checkmark in each checkbox to indicate that you have read and understood each term.

I understand that it is my responsibility to learn the latest material. I am responsible for the material contained in any Bulletins sent out or posted online and this information can be tested on an examination.

I understand that I am required to achieve a grade of at least 65% in order to pass the examination and be eligible for licensing. If I fail an examination, I must wait at least 90 days from the examination date before attempting the exam again. I must successfully pass the full course or supplemental examination in no more than two attempts, otherwise, I will be required to re-enroll in the course. I also understand that Challenge and Inter-Provincial Candidates only have one examination attempt, otherwise, I will be required to enroll in the full course

REGULARLY SCHEDULED EXAM

REGULARLY SCHEDULED EXAMINATION — DATE: _____

Registration forms for regularly scheduled exams must be received by our office a minimum of **1 month** prior to the exam date and must be accompanied by an **\$85 regularly scheduled examination fee**. Please note that once your exam has been scheduled, the date selected may not be changed without payment of another examination fee (\$85 if you register for another regularly scheduled exam, \$125 if you register for a CEC exam). If you choose not to write your exam, you will be required to pay another exam fee.

SELECT AN ESTABLISHED EXAM CENTRE: Campbell River Castlegar Cranbrook Dawson Creek Fort Nelson
 Fort St. John Kamloops Kelowna Langley Nanaimo Port Hardy Powell River
 Prince George Sechelt Smithers Terrace Vancouver Victoria Williams Lake

OR REQUEST A SPECIAL EXAM CENTRE: To write your exam in a location other than those above (not within 100km), you may apply for a [Special Examination Centre](#) for an additional **\$200 fee**. Request a special exam location here: _____

CEC EXAM

COMPUTER EXAMINATION CENTRE (CEC) EXAMINATION (choose date and time in section on next page)

Registration forms for the CEC must be accompanied by a **\$125 CEC examination fee**. No refunds will be issued. If your dates of choice are not available, you will be contacted by the exams staff. The date selected may not be changed without payment of an examination fee. If you choose not to write your exam, it will be recorded as your first registration. All examinations are conducted in a secure computerized examination centre. The entire duration of the examination will be monitored by closed circuit television that includes video and audio capability. No permanent record is created from the monitoring of the examination.

CEC EXAMINATION DATE AND TIME REQUEST (for Computer Examination Centre (CEC) candidates only)

DATE (please enter date below – Monday to Friday ONLY)

TIME (choose preferred time for each date)

1st Choice: _____

9.00 am

1.00 pm

2nd Choice: _____

9.00 am

1.00 pm

3rd Choice: _____

9.00 am

1.00 pm

FEE PAYMENT (Credit Card, Money Order, or Certified Cheque Only – Cash and Personal Cheques are Not Accepted)

REGULARLY SCHEDULED EXAMINATION FEE: **\$85.00**

All prices are inclusive of any applicable taxes

[SPECIAL EXAMINATION CENTRE](#) FEE: **\$200.00**

COMPUTERIZED EXAMINATION CENTRE (CEC) EXAMINATION FEE: **\$125.00**

TOTAL: \$ _____

- Credit Card** (VISA, MasterCard, AMEX) Please DO NOT include credit card details here. If you select this payment option our office will contact you with instructions to complete your payment online.
- Money Order** (enclosed) Money orders and certified cheques should be made payable to The University of British Columbia. Personal cheques are not accepted.
- Certified Cheque** (enclosed)

IMPORTANT NOTES

Those candidates who have received permission to challenge the examination may wish to purchase a Challenge Package or purchase materials individually from the [Real Estate Division Online Bookstore](#).

The recommended calculator for examinations based on the current material is the Hewlett Packard (HP) 10BII+, which can be purchased from many stationery and department stores or online on the [Real Estate Division Online Bookstore](#).

Students must bring their Examination Admission Ticket with passport photo attached to the examination centre. You must also be able to present current government issued photo identification

SCAN AND EMAIL YOUR REGISTRATION FORM TO: info@realestate.sauder.ubc.ca

THIS SECTION FOR OFFICE USE ONLY
ELR:

RECEIPTS