OVERVIEW
The Mortgages Course Challenge Package provides candidates with the opportunity to study the course materials at any time and to work at their own pace. In order to enhance your learning experience, the UBC Real Estate Division does provide candidates with access to the Course Resources webpage and the central tutor support service. Please note that candidates must write the challenge examination within eighteen months of receiving permission from the BC Financial Services Authority (BCFSA).

ELIGIBILITY
In certain cases, individuals may be permitted by BCFSA to challenge the Mortgages Course. Please see the BCFSA FAQ’s webpage for further detail.

REGISTRATION
All candidates must first receive permission from BCFSA before registering with the UBC Real Estate Division.

FEES
The Challenge Package fee is $450. The examination fee is $200 for all examinations. Once an examination has been scheduled, the date selected for the examination may not be changed without payment of an additional fee.

EXAMINATIONS
The Mortgages Course challenge examination is three hours in duration and will consist of 100 multiple choice questions.

Regularly Scheduled Examinations

*Examination Dates.* Examinations take place at various times each year.

*Examination Registration.* If you would like to register for a regularly scheduled examination, a completed registration form, along with the $200 examination fee, must be received by the Real Estate Division no later than one month prior to the examination date chosen (i.e. if the exam date is December 2, you must register before November 2).

*Examination Centres.* Examination centres are established in the following locations:

- 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

*Special Examination Centres.* If you wish to write your examination in a location other than an established examination centre in British Columbia, you may apply for a Special Examination Centre. We will try to accommodate your request, but we cannot guarantee your choice of location due to the complexity of establishing new centres in numerous locations. Please note that Special Examination Centres will not be set up within 100 kilometres of an established centre and are available on Regularly Scheduled Examination dates only.

Licensing examinations are NOT offered outside of Canada. In order to complete the course for licensing purposes, you will need to write and pass the examination in a Canadian examination centre. All Special Examination Centre registrations are subject to a fee of $350. This fee includes the regularly scheduled examination registration fee ($200) and the costs associated with establishing a special examination centre ($150).

Applications for a Special Examination Centre must be received at least 30 days prior to the examination date - applications will not be accepted with less than 30 days’ notice.

If you cancel an examination scheduled at a Special Examination Centre, you must do so with at least 30 days’ notice to avoid forfeiting the entirety of the fee. Students who cancel a special centre exam with more than 30 days’ notice will be required to pay the exam registration fee ONLY ($200) for their next exam date at a special exam centre.

For students who cancel a Special Examination Centre exam less than 30 days’ prior to the scheduled date, re-establishing a Special Examination Centre for another examination date will require a further $350 fee.

For further information, please email examrep@realestate.sauder.ubc.ca

www.realestate.ubc.ca
Examination Results. Regularly scheduled examination results are posted on the Course resources webpage, usually within 3 weeks of the date of the examination. No results will be provided in person, by telephone, or email.

Computerized Examination Centre (CEC)
Students may choose to write their exam at the Computerized Examination Centre (CEC) located at the UBC Real Estate Division office rather than writing on the regularly scheduled examination dates. The CEC allows students the option of writing examinations in a quiet, comfortable environment, and at a time that may be more convenient for them.

CEC Examination Dates. CEC examination sittings are available on Monday to Friday at either 9:00 am or 1:00 pm. Specific date and time requests are granted on a first come, first served basis; therefore, please be prepared to specify three different choices. CEC availability is limited – due to high demand, bookings may require six weeks’ advance notice, so please plan ahead.

CEC Examination Registration. If you would like to register for the CEC, a completed exam registration form should be emailed to bcinfo@realestate.sauder.ubc.ca. Once our office receives your registration, we will send you instructions for secure online payment of the $200 CEC fee.

CEC Electronic Monitoring. All examinations are conducted in a secure Computerized Examination Centre located at the UBC Real Estate Division office. 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 Conditions. If the conditions at the CEC are not satisfactory, a complaint must be received by the Exams Administrator prior to the student leaving the CEC.

CEC Examination Results. CEC Examination results are posted on the Course Resources webpage, usually within one business day of the date the examination was written. No results will be provided in person, by telephone, or email.

Examinations – General Information
At the exam centre on the day of the exam, in order to be permitted to write the exam, a candidate MUST:

1. present an Examination Admission Ticket (EAT) with a recent (taken not more than 6 months from exam date) valid passport photo attached;

2. present one of the following types of picture identification in the name in which the candidate originally registered for the course:
   A. A current passport which has a picture of the candidate; OR,
   B. A current provincial driver's licence which has a picture of the candidate (interim driver's licenses are not acceptable); OR,
   C. An official picture identification card issued by either the Federal Government of Canada, or by one of the provincial governments; OR
   D. An official employment picture identification card issued by either the Federal Government of Canada, or by one of the provincial governments.

If you purchase a Challenge Package, you can print out your Examination Admission Ticket from your Course Resources webpage. If you are unable to print out your Examination Admission Ticket, please contact Examination Services at 604-822-8444 or 1-888-776-7733 ext 28444 as soon as possible and your Examination Admission Ticket will be sent to you via email.

A candidate who is unable to produce an Examination Admission Ticket with a valid passport photo (photo must have been taken within 6 months of the examination date) and one of the four acceptable forms of picture identification, or whose picture is not clearly recognizable by the examiner, will be refused admittance to the exam centre. No exceptions will be made.

Also note that electronic devices of any kind (including notebooks/tablet PC/laptops, cameras, pagers, beepers, cellular phones, personal data assistants, and unauthorized calculators), scrap paper, rulers, calendars, dictionaries, amortization payment tables, pencil cases, etc. are NOT permitted in the exam room.

If your name changes during the time you are challenging the course, please submit change of name documentation (e.g., marriage certificate) to the UBC Real Estate Division. Please be aware that you may be required to show your change of name documentation at the examination centre on the day of your exam.
CONTINUATION AFTER FAILURE
A candidate must achieve a grade of 65% to pass. Where a candidate fails the challenge examination, no opportunity to rewrite the examination is available. The candidate must then apply for the next available offering of the course. No discount of tuition fees will be available.

REFUNDS
No refunds are available for Challenge Packages or examination fees.

REVISIONS TO MATERIAL
Where the course material has been amended, it is the student’s responsibility to obtain and learn the amended material. Students should periodically check any bulletins posted on the Course Resources webpage. The risk of major changes increases the longer the candidate defers writing the examination.

FINANCIAL CALCULATOR
Due to ongoing global supply chain issues and chip shortages, there is currently a shortage of HP10Bii+ calculators.

Students who plan to write their examination at the UBC Computerized Examination Centre (CEC), or on a regularly scheduled exam date at our Vancouver or Langley centres should download the 10bii calculator app from In a Day Development to use during the course. If you plan to write your exam in the Lower Mainland, you DO NOT need to purchase a calculator. You may request use of an iPad or tablet with the 10bii app for your examination.

If you choose to write your examination on a regularly scheduled examination date outside of the Lower Mainland (at a location other than Vancouver or Langley), you will need a physical calculator for your exam. The calculator we recommend is the Hewlett Packard 10Bii+ calculator. There are many used calculators for sale on Facebook Marketplace, Craigslist and other Buy/Sell websites, along with other vendors who sell the calculator, and we encourage you to explore these options. If necessary, you can also purchase the calculator from the RED Bookstore for $112 ($100 plus $12 tax). No refunds are available after purchase and supply is limited.

If you are unsure as to which exam option you will choose, consider delaying the purchase of a calculator and in the meantime, download the calculator app for use during the course.