

## Scheduling Your Exam with a Live Online Proctor

**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.

Welcome! IREM is excited to offer you the opportunity to take your exam at home with online proctoring. Using a webcam and a reliable high-speed internet connection, you can take your exam anywhere.

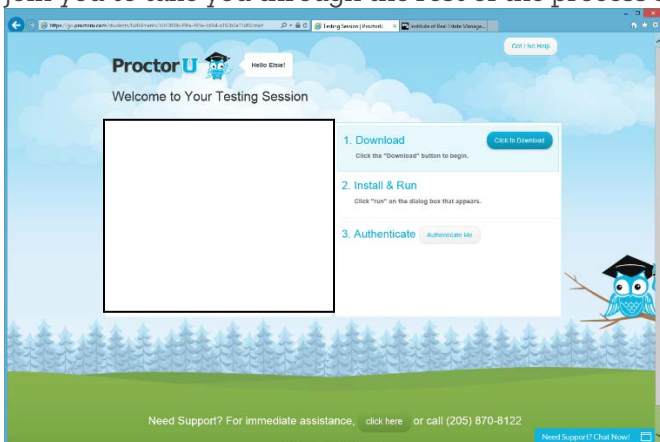
**STEP 1:** To schedule your exam, go to <https://www.proctoru.com/portal/irem>. Read the **Getting Started** information, as it explains everything you need to know to get set up for the proctored exam, including the [technical requirements](#) and how to set up an account.

**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 an additional convenience fee of \$5.00 to you if you schedule within 72 hours of the chosen start date, and an \$8.75 fee if you take the exam on-demand (no appointment needed).

**STEP 2: Verify your IREM login.** You will need your IREM login in order to access your exam. Log into [www.irem.org/courselogin](http://www.irem.org/courselogin). If you are unable to login, immediately contact [getinfo@irem.org](mailto: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, 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.