

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

If you have met the Oregon Real Estate Agency qualifications, you may register and schedule for an examination.

Oregon allows any candidate who passes either the national or state portion of the examination to retake only the portion of the test they failed. However, in order to meet Oregon licensure requirements, you must pass both portions (state and national).

INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Brochure. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your ID number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**

2. Upon receipt of your completed Examination Registration Form and fees, a Registration Confirmation Notice will be mailed to you.
3. Please allow 2 weeks to process your Registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

TELEPHONE REGISTRATION

For telephone registration you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 4:30 am and 5:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once confirmed, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site location and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 4:30 am and 5:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time. If space is available in the examination site of your choice, you may schedule an examination 1-full business day prior to the examination date of your choice (the day you call is not considered a full business day). Please be prepared to offer alternative examination appointment choices.

RESCHEDULING FOR AN EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. For example, a candidate who tests unsuccessfully on a Wednesday can call the next day,

Thursday, and retest as soon as Saturday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to schedule or reschedule an examination.

CANCELING AND RESCHEDULING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 full business days before the scheduled examination date*. For example, for a Thursday appointment, the cancellation notice would need to be received by the close of business on the previous Tuesday. You may call PSI at (800) 733-9267 or Fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 full business days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION SITE LOCATIONS

The PSI Real Estate examinations are administered at the test centers listed below:

Baker City

2101 Main Street, #203
Baker City, OR 97814

From I-84 take Exit 304 onto Campbell Street. Campbell Street to Main Street, turn left. Test site is on right side, Northwest corner of Main and Broadway, upstairs above Charlie's Ice Cream, in the Basch Sage Mini Mall, Room 203. Enter from Broadway.

Bend

325 N. Vermont Place, #106
Bend, OR 97701

From US-97 going North, continue on SE 3rd St. Turn left on NW Greenwood Ave. Turn right on NW Wall St. Then turn left on Vermont Place. Vermont Place is a one block street.

Eugene

1955 Empire Park Drive, Suite #1
Eugene, OR 97402

From the Beltline Hwy West, take the OR-99 N exit and turn right. Watch for the stoplight at Barger Drive. Turn right onto Barger Drive, then immediately turn left on Empire Park Dr. Take a left into the parking lot. Site is on the corner of OR-99 N and Barger Drive (Site is in the Edward Jones Investment Building). (There is a Subway on the corner).

Medford

1236 A North Riverside Ave
Medford, OR 97501

From I-5 going North, take the Barnett Street off ramp and turn left. Turn right on Riverside Ave, and go approximately 3 miles. The site will be on the right hand side. From I-5 going South, take the North exit (#30) and turn right and follow signs to "City Center". Pass McAndrews, and turn left on Manzinita. This dead ends at Riverside. Turn left on Riverside, go one block and site will be on the right hand side.

Portland

205 Business Center, Suite 201
8383 NE Sandy Blvd
Portland, OR 97220

From the West Side:

Get on I-84 heading East. Take Exit No. 5-82nd Ave. Turn right on NE Multnomah St. Turn right on NE 82nd Ave. Turn right on NE Sandy Blvd. The site is on the left ½ block from 82nd and Sandy.

From South East Portland:

Get on I-205N toward Seattle. Take Exit 23B Killingsworth St/US 30 Bypass W exit. Take the Sandy Blvd. West/US-30 Business W exit-exit number 23B on the left. Turn slight right on NE Sandy Blvd. Site is on the right ½ block before you reach 82nd and Sandy.

From Vancouver, WA:

Get on I-205 South toward Salem. Take Exit 23A-the US-30 Bypass E exit toward Sandy Blvd. Turn right on NE Columbia Blvd/US-30 Bypass. Turn right on NE Sandy Blvd. Site is on the right ½ block before you reach 82nd and Sandy. Site is across from the Grotto.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one form of identification. The identification must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature, has your photograph and the name must appear exactly as it does on the Eligibility Letter.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The examinations will be CLOSED book. You will NOT be allowed to bring any reference materials to the examination. Candidates need to bring a nonprogrammable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.

The following security procedures will apply during the examination:

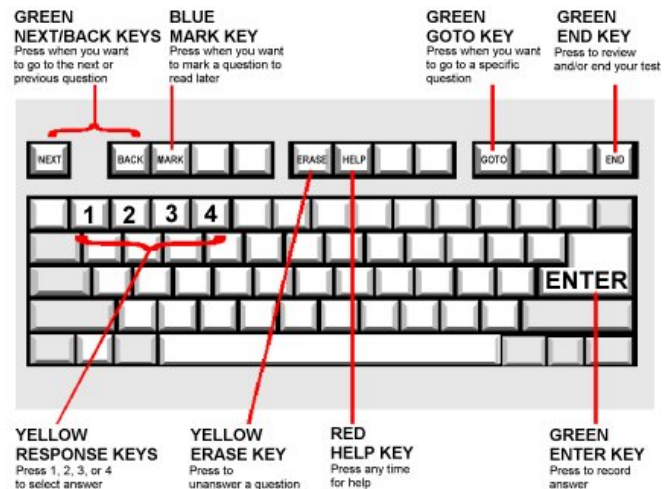
- Notes or books are not allowed.
- You may not exit the building during the examination.
- Cell phones, pagers, purses, and children are not allowed in the examination center.
- Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- Smoking, eating, or drinking is not allowed in the examination center.
- Copying or communicating examination content is a violation of security regulations. Either one may result in the disqualification of examination results and may lead to legal action under copyright laws.

REVIEW OF EXAMINATION QUESTIONS

PSI, in cooperation with the M Oregon Real Estate Agency, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use about the same number of keys that you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered as shown in the initial screen display.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of

your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

[DUPLICATE SCORE REPORTS](#)

You can write to PSI to request a duplicate of your score report after your examination.

[EXAMINATION QUESTION EXAMPLE](#)

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

<< Back Next >>

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
- **On paper** - an official score report (pass or fail) will be printed at the examination site. This report will include a diagnostic report indicating your strengths and weaknesses by examination portion.
- If you **do not pass** - registration forms for submittal to PSI to retake the examination will be available at the examination site.