

RBA Exam Student Proctoring Instruction

The RBA exam is a proctored exam. MonitorEDU's Express Live Proctoring allows us to proctor students on demand without an appointment and without downloading anything on your computer. The process is very simple! You just need a computer and smart phone. Follow these directions carefully.

DO NOT START THIS PROCESS UNTIL YOU ARE READY TO TAKE THE EXAM.

Click on this link to <https://monitoredu.com/us-other-organizations>

Select Homebuilders Association of Alabama (\$15)

Click on "Checkout"

Fill out form and pay for your proctor.

Receive confirmation/receipt number. You will need this number to give to the proctor.

Take the Exam

Have a photo ID ready.

To make sure you do not lose power, plug your phone in its charger.

Go to <https://education.hbaa.org> and sign into your account.

Come back to these instructions.

Click on this link [EXAM LINK](#).

Fill out the form with Name, Cell Phone Number, Exam name and Receipt #. Click "start chat."

The proctor will text you the link to connect your mobile phone. (If they don't, just ask them to.)

Click on the link on your phone.

Put your phone in airplane mode and turn on the Wi-Fi

The proctor will ask you for your ID then to use the camera to show your work area, your desktop, your computer screen and the area behind your computer. Make sure your desk is clear.

Prop your mobile up in a place where it can see your keyboard and screen. This allows us to see your exam and confirms that you are the one typing. Once you do that, the proctor will give you instructions on how to enter the exam.

Take the exam!