

**Policies regarding end-of-course exams and enforcing IREC’s attendance Policy.**

**School Policy on how Genesis Real Estate School will maintain confidentiality and security for end-of-course exams and answer keys** – Genesis Real Estate School will follow a strict protocol regarding security for end-of-course exams and answer keys. We will ensure first and foremost that neither the exams nor the answer keys are ever compromised or available to the public in any capacity until that date at which the students take their exam. Until the date we deliver the tests to the students, we will keep all tests and answer keys in a locked cabinet in our facility. We will grade final exams onsite in a different room upon completion. We will be very careful to ensure that the students are aware to meet us outside the test-taking room to grade their exams. That serves 2 purposes as we will not bother the students who continue to test and there will be no chance, those still testing will learn any answers from our grading session.

**School Policy on how Genesis Real Estate School will monitor and ensure 100% attendance in compliance with IREC’s attendance policy**– Genesis Real Estate School will ensure the attendance policy is reviewed at the beginning of each course given. We will explain the fact that students must remain present and alert while refraining from using electronic equipment for the duration of the class. We will share a fair warning that those not abiding by the policy will lose credit. It will be at the instructor’s discretion if students that miss are offered to attend the corresponding class session in a subsequent offering of the same course. It will also be at the Instructors discretion to allow prelicense students to make up missed class time. The circumstances surrounding and the amount of missed time will determine our course of action.