

Procedure Title:	Real Estate Education Program Grading and Examinations
Procedure ID:	#OP 2-203C
Manual Classification:	Academics
Linked to Policy:	2-203 Grading and Academic Standing
Approved by Senior Management Team (SMT):	June 18, 2025
Effective Date:	July 1, 2025
Next Review Date:	July 1, 2028
Contact for Procedure Interpretation:	Executive Vice President, Academic Experience

1.0 – Purpose

This procedure outlines the requirements for course completion in relation to course and exam grading as part of the Real Estate Education programming, providing consistency and clearly stating minimum requirements for successful completion.

2.0 – Definitions and Acronyms

Real Estate Council of Ontario (RECO): The Real Estate Council of Ontario is a not-for-profit corporation that administers designated provisions of the Trust in Real Estate Services Act, 2002, and its regulations with the purpose of protecting the public interest and ensuring a fair, safe and informed marketplace.

3.0 – Guiding Principles

This procedure was developed to meet the requirements of delivering courses as laid out by RECO.

4.0 – Scope

This procedure applies to learners in all Real Estate Education programming. It does not apply to any other College program or credential.

Exam Misconduct will be addressed following Real Estate Registration Education [Exam Misconduct Policy](#).

5.0 – Operating Procedure

5.1 – Exam Eligibility & Registration

Real Estate Education program courses which culminate in a written examination can be completed online or in person through the Designated Exam Provider.

Following successful completion of the eLearning course components, learners can register for and schedule the corresponding exam using the Course/Exam Registration process via the

College website. Learner details will be shared with the Designated Exam Provider as part of exam registration.

Learners may request exam accommodations following the Learner Exam Handbook.

A learner is permitted one additional attempt for a failed exam, and must pay the exam fee for this second attempt. Following a second unsuccessful attempt, the learner will be required to retake the course with payment of the relevant course fee following the Course/Exam Registration process.

5.2 – Simulation Component Grading

Successful completion of mandated synchronous components, or simulations, requires the following:

- 100% attendance in the synchronous component, and,
- Successful achievement of the minimum exam grade.

Where a learner has not been present for 100% of a simulation, a grade of Incomplete (INC) will be being listed on the official learner record. Learners will be required to retake the entire required simulation.

5.3 – Exam Results

Results will be released to learners 48 hours following completion of the Exam via the Student Center. Confirmation of course completion will not be provided until a student has successfully completed both the eLearning course or simulation session and the corresponding exam.

A second unsuccessful exam attempt will result in a Fail (F) being listed on the official learner record.

All course results will be listed on the learner's Official Transcript, which can be requested online using the College Transcript Request Form.

Students may request a review of their exam results with a subject matter expert by completing the Exam Request Review form.

Exam results can be appealed following the process outlined in the Learner Exam Handbook.

5.4 – Real Estate Education Program Progression

Learners are required to complete courses for their program in a designated order and will not be permitted to register in subsequent courses without successful completion of the pre-requisite course and corresponding exam.

6.0 – Related Documents

- [Real Estate Registration Education Exam Misconduct Policy](#)

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 18, 2025	SMT	NEW