Alabama State Board of Auctioneers Examinations

Frequently Asked Questions

1. **How do I register to test?** To schedule for testing, go to https://www.provexam.com/schedule. You may also call us at 801-733-4455. Click here for more information about scheduling.

2. **Where can I test?** You may test at any one of Prov's testing centers. Click here for a current list and directions to each of our Alabama testing centers.

3. **How much does it cost?** You pay your exam fee to the State, so there is no fee to pay Prov for testing.

4. **When do I get my test results?** Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score.

5. **What is on the test**? Click here for information about the available examinations.

More Questions

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions –

ASBA
2777 Zelda Road
Montgomery, AL 36106
Ph: (334) 420-7235
Fax: (334) 263-6115
www.auctioneer.alabama.gov
Office Hours:
8:30 a.m. to 4:30 p.m.

For Testing Questions –

Prov Inc.
150 Civic Center Dr.
Suite 601
Sandy, UT 84070
Text or Call:
(801) 733-4455
www.provexam.com
Office Hours: 8:00am to 6:00pm.

General Testing Information

The Alabama State Board of Auctioneers has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed Auctioneer and Apprentice Auctioneer. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Auctioneer and Apprentice Auctioneer licenses.

Alabama law requires that each individual who is engaged in the auctioneer business or performing work as an auctioneer or apprentice auctioneer to be licensed. To become licensed, an individual must first complete the appropriate application with the Alabama State Board of Auctioneers. Applications are posted online at the Alabama State Board of Auctioneer website. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination. You will be eligible to take the exam within 60 days of the approval date. Failing candidates must re-apply each time they test.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama State Board of Auctioneers at (**334) 269-9990**.

The following is a list of the examinations administered by Prov for licensing through the Alabama State Board of Auctioneers. All exams are closed book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- **Apprentice Auctioneer**
- **Auctioneer**

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Testing with Prov

Your exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

Where to take your exam

You may take your examination at any of Prov's testing facilities nationwide. Within Alabama, Prov has fourteen (14) testing centers where candidates can take their examinations. These testing centers are located in Athens, Auburn, Birmingham, Daleville, Enterprise, Huntsville, Huntsville, Jacksonville, Monroeville, Montgomery, Sheffield, Thomasville, and Tuscaloosa. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

How to Schedule Online

1. To schedule online, navigate to the following URL:

   https://www.provexam.com/schedule

2. Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system.

   Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be your social security number. Please enter all of the numbers.

   Then, enter your last name and select the **Retrieve Details** button.

3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:

   Find suitable time and venue

4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.

5. Select the SCHEDULE link to check the calendar for the testing center.

6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time, and select **Add to Cart**.

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8. Proceed to payment. The examination is prepaid by the licensing board so the exam totals should equal $0. Press Submit to finalize the registration.
   An email will be sent to you confirming your scheduled date/time and location.

If you have any problems with online scheduling, give us a call at (801) 733-4455.

Scheduling by Phone

To schedule for an examination by phone, candidates should contact Prov toll free at 801-733-4455. Prov scheduling staff is available 8:00am through 6:00pm ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

Cancel/Rescheduling Policy

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

Preparing for Your Exams

Studying for your Exam

It is NOT mandatory that candidates purchase any study materials in preparation for their examinations. It is highly recommended that candidates review the Auctioneer License Act and Rules and Regulations in addition to the Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations. Both of these references can be found at the Board's website but neither is allowed in the testing room.

Exam Descriptions

Apprentice Auctioneer

Closed Book	
Number of Questions	**60**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
Auction Ethics	12
Auction Laws and Rules	11
Contract Law	6
Law of Principal and Agent	1
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	1
Basic Math	7

References

- **Auctioneer License Act and Rules and Regulations**. Alabama State Board of Auctioneers, 2777 Zelda Rd, Montgomery, AL 36106. Application Information on www.auctioneer.alabama.gov
- **Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations**. Alabama State Board of Auctioneers, 2777 Zelda Rd, Montgomery, AL 36106.

Auctioneer

Closed Book	
Number of Questions	**80**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
Auction Ethics	12
Auction Laws and Rules	14
Contract Law	14
Law of Principal and Agent	7
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	5
Basic Math	6

References

- **Auctioneer License Act and Rules and Regulations.** Alabama State Board of Auctioneers, 2777 Zelda Rd, Montgomery, AL 36106. Application Information on www.auctioneer.alabama.gov
- **Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations**. Alabama State Board of Auctioneers, 2777 Zelda Rd, Montgomery, AL 36106.

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Test Day Rules and Procedures

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Approved Items

You may bring the following approved items into the testing center:

- **Pencils.**
- **Calculator**. Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References**. (See information below).

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Results Reporting

Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State. Upon completion of an examination, a candidate's test will be scored and sent to the Alabama State Board of Auctioneers.

Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score. Auctioneers must achieve a 73% score in order to pass. Apprentice Auctioneers must achieve a 71% score in order to pass.

Retesting Policy

Candidates who fail the exam or who fail to take the exam by the end of their 60 day eligibility must submit to the Alabama State Board of Auctioneers a retake form along with an additional examination fee. Please visit the Alabama State Board of Auctioneers website for more details and a copy of the form.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

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Exam Challenge Process

If during an exam, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system.

Prov staff will review each comment within two weeks of submittal.

Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Alabama State Board of Auctioneers. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

Hand Score Request

Prov ensures the accuracy of our exam results. Our computer system, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-801-733-4455 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is $25.00 (includes tax).

Prov's Non-Discrimination Statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 801-733-4455 or write to: Prov, Inc., 150 Civic Center Dr., Suite 601, Sandy, UT 84070.

Special Accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (801) 733-4455. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

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Testing Site Availability

What is Examroom?

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the MINIMUM requirements that your computer system would need in order to qualify to take the test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow".

Please be prepared with a fully charged cell phone with a camera. This will be used to conduct a room scan before your exam begins.

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

Fixed Testing Locations

The following are the existing testing sites within Utah and days each site is available to give you your exam. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

The sites shown below are fixed locations where you may take your exam. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Athens-ASUA	*	*	*	*	
Auburn-AU- (By Appt)	*	*	*	*	*
Bay Minette-CACC				*	
Birmingham-JSCCJC					*
Birmingham-UAB		*		*	
Daleville-SECTC	*	*	*	*	*
Enterprise-ESC(Select)	*	*	*	*	*
Huntsville-CCC	*	*	*	*	
Huntsville-UA	*		*		
Jacksonville-JSC	*	*	*	*	*
Monroeville-CACCM			*		
Montgomery-ASUM		*		*	*
Thomasville-CACCT		*			
Tuscaloosa-SSCC					*

Test Site Locations

1. Athens State University
   Chasteen Hall
   300 North Beaty Street
   Athens, AL 35611

   Directions: The University Testing Center is on the corner of the Clinton and Hobbs St. intersection.

2. Auburn University
   Biggio Center Testing Services
   112 S. College Street
   Auburn, AL 36849

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Directions: For a campus map please feel free to visit: https://cws.auburn.edu/map.

3. Coastal Alabama Community College - Bay Minette
1900 S US HIGHWAY 31
Memorial Hall - Testing Center
Bay Minette, AL 36507

Directions & Parking: Address is 1900 U.S. Hwy 31 South, Bay Minette AL 36507. Please report to Memorial Hall for testing. Parking is available in front or on the side of the building.

4. Jefferson State Community College – Jefferson Campus
Lurleen Wallace Hall - Room 322
2601 Carson Road
Birmingham, AL 35215

Directions: For a campus map please feel free to visit: http://www.jeffstateonline.com/locations/jefferson.

5. Southeast Community Training Center
Testing Center
195 HIGHWAY 84 W
Daleville, AL 36322

Directions: **From North** - Troy Alabama to 195 US-84 W, Daleville, AL 36322, AL-87 South 7.4 miles Keep left to continue AL-167 South (24.9 miles) Use any lane to turn left onto Boll Weevil Cir (3.1 miles) Use the left 2 lanes to turn left onto US-84 Continue to follow US-84 East to Daleville (7.7 Miles) On right across from All in Credit union before Red light at US 84 and AL 85 (Same Building with Alfa Insurance)

From South - Panama City, Florida to 195 US-84 W, Daleville, AL 36322, Follow US-231 North and US-84 West to Daleville Ave in Daleville (104 miles)

US-231 North Entering Alabama, Turn right onto W Main St in Dothan Alabama, Turn left onto US-84 W/E Main St, Continue to follow US-84 West (21.1 Miles), On Left across from All in Credit Union after Red light at US 84 and AL 85 (Same Building with Alfa Insurance)

From West - Andalusia, Alabama to 195 US-84 W, Daleville, AL 36322, US-84 E to Opp (16.2 Miles), Continue AL-134 East. Take Co Rd 636 to AL-27 North (20.9 Miles)

Take US-84 East to Daleville (7.7 Miles) On right across from All in Credit union before the Red light at US 84 and AL 85. (Same Building with Alfa Insurance)

From East - Bainbridge, Georgia to 195 US-84 W, Daleville, AL 36322, US 84 west to Alabama (63.5 miles), On Left across from All in Credit Union after Red light at US 84 and AL 85 (Same Building with Alfa Insurance)

6. Enterprise State Community College
600 Plaza Drive
Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into parking lot. The library is on the right.

7. Calhoun Community College
Huntsville Campus-
Academic Testing Center
102 B Wynn Drive, Building 1, Room 122
Huntsville, AL 35805

Directions: For a campus map please feel free to visit: http://www.calhoun.edu/about-calhoun/campus-maps/directions-to-the-huntsville-campus

8. University of Alabama
Huntsville Campus
301 Sparkman Drive
Wilson Hall, Room 202
Huntsville, AL 35899

Directions: For a campus map please feel free to visit: http://www.uah.edu/map.

9. Jacksonville State University
700 Pelham Road North
434 Trustee Circle
Jacksonville, AL 36265-1602

Directions: For a campus map please feel free to visit: http://www.jsu.edu/campusmap/jsu_campusmap.pdf

10. Coastal Alabama Community College – Monroeville
    Testing Center
    2800 S Alabama Avenue
    Monroeville, AL 36460

    Directions & Parking: 2800 South Alabama Avenue, Monroeville, AL 36460: Parking is available directly across the street from the Administrative Building.

11. University of South Alabama
    UAB Academic Testing Center - 936 Building
    307 University Boulevard N
    Alpha Hall East - Room 326
    Mobile, AL 36688

    Directions: For a campus map please feel free to visit: http://www.southalabama.edu/maps/campusmap.pdf. Testing center is number 2 on the map.

12. Alabama State University - Testing Center
    915 S. Jackson Street
    Edward Glenn McGeHee Building
    McGeHee Hall 105
    Montgomery, AL 36104

    Directions: For a campus map please feel free to visit: http://www.alasu.edu/about-asu/visiting-asu/index.aspx.

13. Coastal Alabama Community College – Thomasville
    Testing Center
    30755 Highway 43 South
    Thomasville, AL 36784

    Directions & Parking: 30755 US-43, Thomasville, AL 36784: Parking is available in the front of Building A. No parking pass needed.

14. Shelton State Community College
    Testing and Assessment Center, Room 1826
    9500 Old Greensboro Road, #188
    Tuscaloosa, AL 35405

    Directions: For a campus map please feel free to visit: www.tour.au.edu.

Test Site Instructions

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

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Prov✓ Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.
Be advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your licensing jurisdiction.

Reference Rules for Open Book Exams

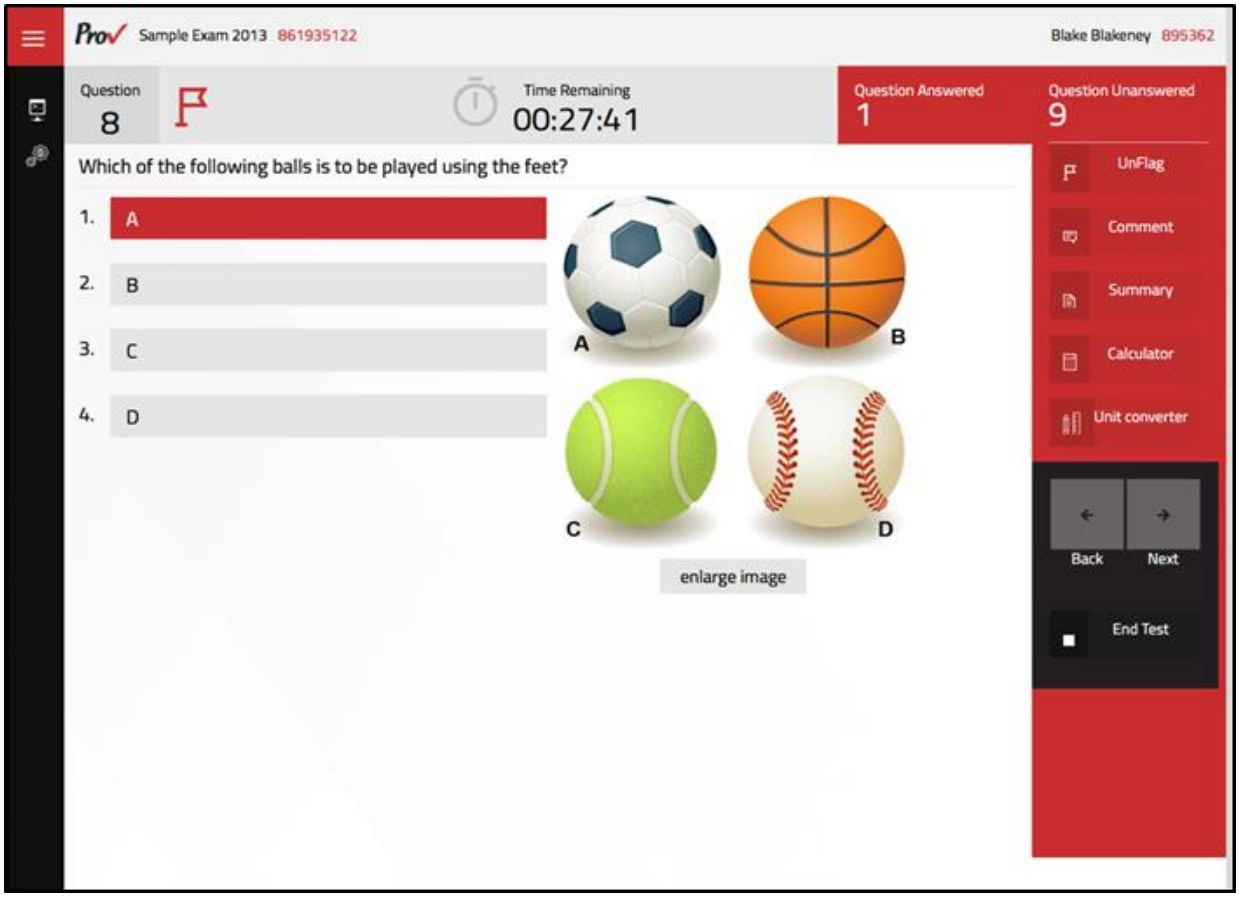
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.