

General Comprehensive Examination FAQs

Effective September 1, 2016

Table of Contents

Am I eligible to take the Comprehensive Exam?	3
How many modules are in the Comp Exam?	3
How much does it cost?	4
When can I take the Exam?	4
Where do I take the Exam?	4
How do I register for the Comp Exam?	5
How do I schedule my modules?	5
Do you accept late applications?	5
Can I transfer my exam to another window?	6
Can I split my modules over different windows?	7
Can I take a module more than once during the 30-day window?	7
I am unable to make one of the appointments. May I reschedule?	7
What happens if I miss one of my exam appointments?	8
What material is tested in the Comprehensive Exams? How should I study?	8
Do you have a review course or study book for the Comp Exam?	8
What items can I bring into the testing room?	9
Which calculators can I use?	9
What if I need scratch paper?	10
What kind of identification (ID) do I need to bring?	10
How do I correct my name with PearsonVUE?	10
Are formulas provided for the exam?	10
What if I experience a problem at the PearsonVUE testing center?	11
Do I qualify for exam accommodations under the ADA (Americans with Disabilities Act)?	11
When will I receive my exam results?	12
When will my exam results appear on my Candidate Status Report?	12
Does the Appraisal Institute publish statistics about the Comp Exam?	12

Am I eligible to take the Comprehensive Exam?

In accordance with the AI Regulations, to be eligible to sit for the Comprehensive Exam, Candidates for Designation must have:

- a) attended all required courses;
- b) received a passing grade on all required course examinations;
- c) received credit for the college degree requirement; and
- d) complete the Standards & Ethics requirement: the completion of ***both*** *Business Practices & Ethics* and their respective Standards (i.e. USPAP, IVS).

Any required course examinations must be taken ***at least six (6) weeks prior*** to the start date of the Candidate's desired 30-day testing window, to allow time for grading and notifying the Candidate of the results. **If you have taken all required exams but are still waiting for results, you cannot register for the Comprehensive Exam until all requirements are complete.**

Before applying for a Comprehensive Exam, please login to your My AI Account and click on the [My Candidate Status Report](#). If you see any requirements listed there (*with the exception of Experience Credit, Demonstration of Knowledge, Comprehensive Exam, and Final Designation Application*) you may not be eligible to sit for a Comprehensive Exam.

How many modules are in the Comp Exam?

General Comprehensive Examination (requirement for MAI membership)

- Module I: General Concepts.....3.5 hours (210 minutes)
- Module II: Cost Approach / HBU.3.5 hours (210 minutes)
- Module III: Income Approach.....4 hours (240 minutes)
- Module IV: Sales Comparison Approach.....4 hours (240 minutes)

General Review Comprehensive Examination (requirement for AI-GRS membership)

- Module I: General Appraisal Concepts..... 3.5 hours (210 minutes)
- Module II: General Review Theory.....3.5 hours (210 minutes)

Residential Review Comprehensive Examination (requirement for AI-RRS membership)

- Module I: Residential Review Theory.....3.5 hours (210 minutes)

Note: Module I of the MAI Comp Exam and Module I of the AI-GRS Comp Exam are equivalent to each other. If you passed MAI Module I (even if you didn't pass the other three (3) modules), and you become a Candidate for the AI-GRS, then you will automatically receive credit for AI-GRS Module I.

How much does it cost?

The cost of your exam depends on the number of modules you need to take. The exam fees are as follows:

- Four (4) modules.....\$475
- Three (3) modules.....\$375
- Two (2) modules.....\$250
- One (1) module.....\$125

Note: These fees are based on PearsonVUE's seating fees. Fees are subject to change.

Payment information is taken at the time of application, but the payment will not be processed until your application is approved by the AI Admissions staff. **Once remitted, Comp Exam fees are non-refundable and cannot be transferred to another testing window. Even if an examinee cancels or does not complete all required module(s) for a testing window, no exam fees for that testing window shall be refunded. By submitting an application, you are agreeing to these provisions.**

When can I take the Exam?

The Comp Exam is offered three (3) times per year, during a 30-day testing window. All Comprehensive Examinations are administered during a specified 30-day testing window through computerized testing at Pearson VUE Professional Testing Centers. Examinees are required to schedule and take all modules of the exam(s) that have not yet been passed, on dates of their choosing within the chosen testing window. Examinees may schedule and take one (1) or two (2) modules per day, and have the flexibility to schedule the modules in any order and in any fashion that they choose, subject to hours and availability at Pearson VUE testing centers. Modules may not be taken outside the dates specified for each 30-day testing window.

For example, if your testing window is from April 1–30, and you need to take all four (4) modules for the General Comp Exam, you can take all four (4) in the first week, spread them out over the whole window, take one (1) module each Friday, or take two (2) modules per day over two days, etc.

The first time a Candidate attempts the Comprehensive Exam, s/he must sit for **all modules** for the specified designation path. If a Candidate receives a passing grade on a module, that module is considered complete. If the Candidate receives a failing grade, s/he retake that module until a passing grade is achieved. The Comprehensive Examination requirement is complete once a Candidate has received a passing grade on all modules required for the specified designation path.

Every time a Candidate sits for the Comprehensive Exam (initial exam and re-exam), s/he must sit for **all modules** which still need passing credit. If the Candidate skips any module(s) or otherwise does not sit for **all** of the required modules during the 30-day testing window, **then all of those modules will receive an incomplete for that particular window.**

Where do I take the Exam?

All Comprehensive Exams are administered by PearsonVUE Professional Testing Centers. You may choose any location offering the exam. If you are taking multiple modules, you are ***not required*** to take all modules at the same location. You may search for PearsonVUE locations on its website:

<http://pearsonvue.com/ai>.

How do I register for the Comp Exam?

Candidates may submit the online Comprehensive Exam application by clicking the [Submit Your Comp Exam Application](#) link on the [Comp Exam webpage](#).

After the application is submitted, the Admissions staff will verify the Candidate's eligibility and process the application. About 24 hours after the application is processed, the Candidate will receive a set of exam authorization emails, containing Pearson VUE scheduling instructions and other important exam-day information (there will be one (1) email per module). The Candidate must then contact Pearson VUE to schedule the exam location, date, and time. Pearson VUE. Once you receive your authorization email(s), we encourage you to schedule your exam appointment(s) ***as soon as possible***.

Pearson VUE testing center information and locations can be found at: <http://www.Pearson VUE.com/ai/>

How do I schedule my modules?

After your application is processed, PearsonVUE will process your registration overnight. About 24 hours later, you'll receive one (1) authorization e-mail for each module that includes scheduling instructions and other exam information. **You must contact PearsonVUE as *you are responsible* for scheduling your own exam appointments. *Don't wait until the last minute!***

We strongly recommend scheduling your modules as soon as you receive authorization. You can schedule your modules via [Pearson's website](#) or its call center at (877) 894-3483.

Seats at Pearson VUE testing centers are scheduled on a ***first-come, first-served*** basis; the Appraisal Institute cannot guarantee availability nor schedule exam appointments for Candidates. For this reason, we strongly encourage all examinees to submit their applications as soon as possible but no less than ***six (6) weeks prior to the examination window start date***. Once an application is approved a Candidate should schedule his/her exam appointments with Pearson VUE ***immediately***.

What is the deadline for applications?

We can accept applications until the last business day before the testing window begins, however, a Candidate filing an application less than six (6) weeks prior to an examination window may experience difficulty finding a testing center to accommodate them. **Once the testing window is in session, the Appraisal Institute will not accept applications.**

Applications should be submitted to the national office no less than **six (6)** weeks prior to the examination window start date to aid examinees in securing appointments at the testing center(s) of their choice. **The general rule of thumb is that Pearson VUE testing centers start to have limited availability about four (4) to six (6) weeks prior to a given date.**

Last-minute applicants often do not get their first choice of exam dates and/or location. You may have to travel to another Pearson location if your local testing center is full. In past cases, some last-minute examinees have had to go out of state. Testing centers generally begin to fill up four (4) to six (6) weeks before a testing window begins, so recommended submission dates are set six (6) weeks prior to the start of a testing window.

Can I transfer my exam to another window?

NO. Due to the logistics of the exam delivery format, transfers are NOT permitted and examination fees are Non-refundable.

Can I split my modules over different windows?

NO. Every time you take the Comp Exam, you must complete ALL modules that still need passing credit. Modules cannot be taken “piecemeal” over separate testing windows.

Even if an examinee cancels, does not schedule, or does not complete all required modules during the 30-day testing window, no examination fees shall be refunded.

Should an examinee experience an emergency, s/he should contact Admissions at (312) 335-4111 at the very earliest opportunity to notify the staff of the situation.

For example, you already passed General Comp Exam modules I and II, you must sit for BOTH modules III and IV during your next re-exam. The 30-day format was designed to provide more scheduling flexibility for examinees, greater seating availability at Pearson VUE, and the ability to take modules strategically, according to personal need.

YOU are responsible for choosing exam dates to fit into your own personal schedule, attending your scheduled exam appointments, and STUDYING for the Comp Exam as necessary

If you skip any module(s) or otherwise do not sit for ALL of your required modules during the 30-day testing window, then ALL of those modules will receive an “incomplete” for that particular window. NO EXCEPTIONS.

An “incomplete” does NOT negatively affect your future eligibility to take the Comp Exam. It is simply a way to document that this particular exam attempt was not completed and did not receive a grade.

Can I take a module more than once during the 30-day window?

NO. Your PearsonVUE authorization is valid for only one (1) attempt at each module.

I am unable to make one of the appointments I scheduled with the Pearson VUE. May I reschedule?

YES. Even if an examinee cancels, does not schedule, or does not complete all required modules during the 30-day testing window, no examination fees shall be refunded.

Should an examinee experience an emergency, s/he should contact Admissions at (312) 335-4111 at the very earliest opportunity to notify the staff of the situation.

What happens if I miss one of my exam appointments?

If you miss one (1) or more of your exam appointments, you have two options:

1. Contact us at comp@appraisalinstitute.org to arrange **re-authorization**. This allows you to schedule a new seat for the missed module on one of the remaining days of the testing window. **There is a \$125 re-authorization fee per module.** You'll receive an authorization e-mail for the new appointment within 24 hours after we process your re-authorization form. You should contact PearsonVUE **immediately** to schedule your new appointment.

Re-authorizations are NOT available on the last day of the testing window.

2. Forgo the testing window and register for a future Comp Exam testing window. You must contact PearsonVUE to *cancel* any remaining appointments. The next time you register for the Comp Exam, you'll need to submit another application and pay the exam fees.
 - You must contact Pearson VUE to *cancel* any remaining appointments.
 - *You will receive an incomplete for ALL required modules for the current testing window and no examination fees will be refunded*

The next time you register for the Comp, you'll need to submit another application and pay the exam fees. Please note that our transfer/refund policies supersede PearsonVUE's generic cancellation policy.

What material is tested in the Comprehensive Exams? How should I study?

For exam information and study recommendations, please refer to the [Comprehensive Exam Guidebook](#).

Do you have a review course or study book for the Comp Exam?

NO. The Appraisal Institute does not provide a review seminar or study guide, but the [Comprehensive Exam Guidebook](#) and the [Supplemental Study Guide](#) are excellent resources. They include study material recommendations and sample questions. The best study materials will be your AI course materials and comprehensive texts, such as *The Appraisal of Real Estate*, 13th and 14th editions.

Note: Anything advertised as a "Comp Exam prep course/seminar" was created by individuals outside the Appraisal Institute. These third-party programs **do not** use official exam content and their materials have **not** been reviewed or approved by the Appraisal Institute or the Comprehensive Exam Panel. We do **not** endorse any third-party programs or materials, and we cannot confirm if they are accurate or will help candidates pass the modules. The Comp Exam is designed such that it should **not** be necessary to pay for a third-party program to achieve passing results.

What items can I bring into the testing room?

PearsonVUE maintains a high level of security in its testing centers. The **ONLY** item permitted in its testing rooms is your financial calculator.

All other personal items are strictly prohibited, including but not limited to: cell phones, wallets, bags, purses, iPads/tablets, music players, food & drink, etc. All scratch paper, notes, books, and financial tables are also prohibited. The testing center will provide a private locker for you to store personal items during the exam.

Please keep in mind that PearsonVUE can allow or prohibit any items in its testing rooms at its discretion. Before entering the testing room, the testing center staff may ask to check your pockets to ensure that you have no prohibited items.

PearsonVUE can also provide sound-cancelling headphones and/or earplugs by request.

If you need to take medicine or use any medical devices during your exam, you **MUST** notify the Admissions Department ***at least six (6) weeks before*** your exam in order to obtain approval by PearsonVUE. If you do not receive approval in advance, PearsonVUE may prohibit you from bringing these items into its testing rooms.

Which calculators can I use?

The following calculator models are recommended: Hewlett-Packard (HP) models **10B, 10Bii, 12C, 17Bii, 17Bii+, 19Bii**, and Texas Instruments (TI) model **BA II PLUS**. All calculator memories must be cleared before and after the exam. Calculator instruction manuals are not permitted in the testing room. An examinee may only use one (1) calculator in the testing room at a time.

Calculator maintenance and function are the examinee's responsibility! Appraisal Institute and Pearson VUE are not liable if an examinee's calculator malfunctions during the exam, and no extra time will be granted. Examinees are encouraged to change batteries before their exam, or bring backup batteries/calculator with them to the testing center. Extra calculator supplies must be stored with other personal belongings during the exam, and may not be accessed unless the original calculator malfunctions.

What if I need scratch paper?

In lieu of scratch paper, PearsonVUE will provide each examinee with two (2) multi-page, dry-erasable whiteboard booklets and two (2) dry-erase pens. Each booklet contains six (6) pages with eleven (11) writeable surfaces.

Examinees may have **TWO (2)** booklets checked out at a time. Erasers are not provided; you must exchange used booklets for fresh ones with the PearsonVUE staff. You can exchange booklets an unlimited number of times during your exam.

What kind of identification (ID) do I need to bring?

Pearson VUE requires that examinees bring **two (2)** forms of identification. One must be a government-issued ID with a photo. Both forms of ID must be valid (unexpired), and must contain the examinee's printed name and signature. Common forms of ID used at Pearson VUE: driver's license, state ID, passport, and credit cards. For more details on acceptable forms of ID, please contact Pearson VUE's online Customer Service or by phone at **(877) 894-3483**.

IMPORTANT! The name on your exam registration ***must exactly match*** your name on your forms of ID. If it does not, Pearson will ***NOT*** let you take your exam! **Please take a careful look at your exam authorization email(s) to make sure that your name appears exactly as it does on your IDs.** If your name needs to be corrected, please contact comp@appraisalinstitute.org as soon as possible.

If an examinee misses any module(s) due to name-matching issues, then s/he may need to pay an additional fee to re-authorize the missed module(s). The Appraisal Institute and Pearson VUE shall not be held responsible for problems and/or additional fees incurred from name correction issues.

How do I correct my name with PearsonVUE?

If your name on your exam authorization e-mails doesn't match your IDs, please contact us at comp@appraisalinstitute.org and we will help you make the corrections with PearsonVUE. We will need to know how your name reads on your two forms of ID. Name corrections are a simple process and usually take no more than 24 to 48 hours to complete.

Are formulas provided for the exam?

YES. A list of basic formulas is provided only for General Comp Exam Module III (Income Approach). These formulas are adequate for solving the questions in the module. The formula list is incorporated into the computerized exam format (i.e. not a separate paper handout).

What if I experience a problem at the PearsonVUE testing center?

Pearson VUE has administered our Comp Exams and other Appraisal Institute Education exams for nearly ten (10) years; the security of their testing sites helps ensure fairness and integrity in the exam process. PearsonVUE has an extensive customer support network and can resolve nearly all issues on-site. To avoid potential issues, please carefully read your exam authorization e-mails and all PearsonVUE communications before your first exam appointment.

Each PearsonVUE location keeps a manual containing the exam policies of its client institutions, including the Appraisal Institute. If you experience a minor issue such as being given the wrong type of whiteboard, please *politely* ask the testing center staff to check the manual for AI's Comp Exam policies. Minor problems are usually fixed immediately.

If you have comments/complaints about your PearsonVUE experience, we strongly recommend you to submit an incident report **before** you leave the testing center. PearsonVUE follows up on all comments/complaints with the examinee privately.

Appraisal Institute examinees are expected to respect and abide by PearsonVUE's policies. Refusal to comply could result in actions including but not limited to, expulsion from the testing center and/or forfeiture of exam fees.

For more information about PearsonVUE's customer support, please visit its website at:
www.pearsonvue.com/ai.

If you are experiencing problems with PearsonVUE's website, please contact [online Customer Service](#), or call (877) 894-3483. The Appraisal Institute and PearsonVUE are separate organizations with separate websites and databases. AI staff **DO NOT** have access to PearsonVUE account login information.

Do I qualify for exam accommodations under the ADA (Americans with Disabilities Act)?

The Appraisal Institute is committed to ensuring access to its examinations for all individuals with disabilities. The Appraisal Institute will provide reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. Individuals should visit the [Comp Exam Accommodations page](#) and follow the steps for submitting documentation. Requests for accommodations are considered on a case-by-case basis. Reasonable efforts will be made to accommodate individuals whose requests are received **at least six (6) weeks prior** to the testing window. If approved, we cannot guarantee that your requested accommodation(s) will be available at your preferred Pearson VUE testing center and/or during your preferred testing window.

If you do not need accommodations under the ADA but will need to take medicine or use medical equipment during the exam, please contact us so we can seek approval in advance with Pearson VUE. However, we cannot guarantee that Pearson VUE will approve last-minute requests.

When will I receive my exam results?

After the end of the testing window, exam results are collected by Pearson VUE and sent to the Admissions Department. We do **NOT** receive exam results for individual examinees as they take each module. Pearson VUE sends this information to us after the end of the testing window. In the interest of ensuring exam confidentiality and fairness for all examinees, exam results are issued after all testing is completed. Exam results are distributed to all examinees on the same day via email.

Exam results will be sent to examinees by email approximately 30 business days after the END of the testing window. Depending when an examinee took his/her module(s) within the window, this means exam results may be sent up to eight (8) to 10 weeks from the examinee's last date of testing.

If a passing grade is awarded on a module of the Comprehensive Examination taken by a Candidate, the credit shall be posted on the Candidate's record. If a module of the Comprehensive Examination fails, the Candidate will be notified in writing. At the Candidate's written request, made within sixty (60) days of the date the Candidate was notified that his or her examination failed, the failing examination will be reviewed. The Comprehensive Examination Panel may in its discretion choose to re-grade one or more Comprehensive Examinations.

Please do NOT call the National Office to inquire about your exam results. If you have not received your exam results within ten (10) weeks from the date you completed testing, please contact the Admissions Department at comp@appraisalinstitute.org.

When will my exam results appear on my Candidate Status Report?

Candidate Status Reports are updated within several business days after the exam results are emailed.

Does the Appraisal Institute publish statistics about the Comp Exam?

NO. All Comprehensive Exam scores and statistics are confidential. This is to prevent the Comp Exams from being used as de-facto "ranking" systems for our Candidates and Designated members. All modules are graded on a Pass/Fail basis only.