



Preparation Guide for the OACIQ **Digital** Certification Examination



Real estate brokerage



L'OACIQ EST L'AUTORITÉ EN MATIÈRE
DE COURTAGE IMMOBILIER AU QUÉBEC



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Introduction —

To adapt its practices to new technologies, the OACIQ is shifting toward digital examinations. This shift will significantly reduce the use of paper. The commercial real estate brokerage exam is the first to be offered digitally.

Reading this guide is the first step to familiarize yourself with the OACIQ digital exam platform. This will give you an overview of the different features of the platform and a better understanding of how to navigate during the exam session.

You will then be **required to take the mock exam**, which will be provided to you when you register for the certification exam. At the same time, you will need to change your temporary password. The procedure for logging in to your digital platform and mock exam will be emailed to you approximately 20 days before your exam date, i.e. after sending out the exam invitation.



IMPORTANT

- This mock exam must be completed 10 days before your examination date.
- You will need to use your new password to start the exam. Therefore, you will need to memorize it.

At the time of the exam, no extra time will be granted to complete the exam if you experience problems with your password and have not previously taken the mock exam.

This guide and the mock exam will enable you to be well prepared for your digital examination.



The main features of the OACIQ digital examination platform

- 1 The time remaining in the current section
- 2 The section progress bar
- 3 The *Next question* button
- 4 The *Previous question* button
- 5 The answered and unanswered questions of the section
- 6 The button to mark questions for review and the section to view marked questions
- 7 Exam sections
- 8 The button to finish the section (without finishing the exam)
- 9 The button to finish the exam

The screenshot displays the OACIQ digital examination platform interface. The main content area shows a question titled "EXAMINATION SIMULATION (English) > SIMULATION - OACIQ certification examination (English)" with a "Question 2/10" indicator and a "Type Single choice" label. The question text reads: "You meet with a client who would like to enlist your services to sell his property. After filling-out the required forms, you add the documents that he provided you with to the ones you collected prior to your meeting with him, i.e. Invoices and receipts for municipal and school taxes and the deed of sale. At what moment do you need to transfer these documents to your real estate agency?" Below the question, there are four multiple-choice options, each with a radio button. The interface includes navigation buttons for "Previous question" (4) and "Next question" (3). A "Review list" button (6) is also visible. On the right side, there is a "Remaining time for entire test" display showing "00:51:52" (1) and two buttons: "Finish section" (8) and "Finish test" (9). Below this is a "Section progress bar" (2) showing "3/10" progress. A "Sections" tab (7) is active, and a "Questions" tab is also present. At the bottom right, there is a "All questions (10)" section with a "Review list (2)" button (6) and a grid of question numbers (1-10) (5). A legend at the bottom indicates "Not answered" (white square) and "Answered" (black square).



Types of questions —

Here is an overview of the different types of questions you will find in your digital exam.



Forced-choice questions

A forced-choice question (FCQ) consists in a short scenario that may be accompanied by documents, followed by a question and a choice of answers. This type of question requires you to make a single choice among several answers. You will have to choose the right or best answer, as the case may be.

You represent the owners of a beautiful co-ownership property near the river. They would like the sale to take place within 90 days. You analyze the comparables that have been sold in your client's area and inform them that, according to the information you gathered and the calculations you made using the comparables method, comparable co-ownership properties were sold on an average of 2.25% lower than the asking price. You have estimated the value of their property at \$329,455 using the comparables method.

Which of the following is the best listing price to suggest to your client?

Round the figure to the nearest thousand dollars:

Select one correct answer from the list

1. \$337,000

2. \$322,000

3. \$329,000

4. \$358,000



Open-ended short answer questions

For its part, an open-ended short answer question (OSAQ) requires you to write your own answer precisely and succinctly. For example, this could involve:

Entering a word or a short sentence (only one field to answer)

You represent a client who is interested in buying an income property.

In real estate brokerage, which form must you use to successfully complete this type of transaction?

Write down your answer

Naming four documents (four fields to answer, i.e. one document per field)

You represent a client who wishes to sell his divided co-ownership property.

Name four documents that your client will need to provide.

Complete the gaps with the correct word(s)

Document No. 1: Document No. 2: Document No. 3:

Document No. 4:



Transaction record —

In this section of the certification exam, you must show the skills you have acquired, take the necessary actions and act as a professional licensed by the OACIQ. It is therefore essential to accomplish the required actions, such as filling out forms.

Approach

- Read the transaction record in the documents provided to you.
- Make sure you answer all the related questions.
- When calculations should be performed, use the draft sheets. The content of these sheets will not be corrected.
Only answers entered in the digital exam will be corrected.



Forms —

In this section of the exam, you will have access to dynamic PDF forms that you will or will not have to complete, depending on the scenario presented in the transaction record. These forms will be available on the digital exam platform. When you select a form, it will open in a new browser tab. **You will need to fill out the form, save it on the computer and then upload it to the digital exam platform.** The mock exam you will have to complete before the exam will help you familiarize yourself with this process.

In this exam section, you must assess whether any action on your part is necessary. If this is the case, you must write your text in the required field on the brokerage form. If no action is required, simply leave the field empty. This procedure applies to every action to be taken that is outlined in the transaction record. If you deem that clauses or sections of forms in connection with the party to the transaction you represent should be completed, you must do so.

- This includes blank forms and the forms completed and provided by the other party and for which your party should take action, e.g. sign, acknowledge receipt, reply, etc.
- So, as you would in reality, complete all the forms or sections of forms that should be filled out, in a clear and detailed manner.
- If your client is required to complete a form, do it for him. **Wherever your client's signature is required, sign on his behalf** (these are exceptional measures for the purpose of the certification examination).

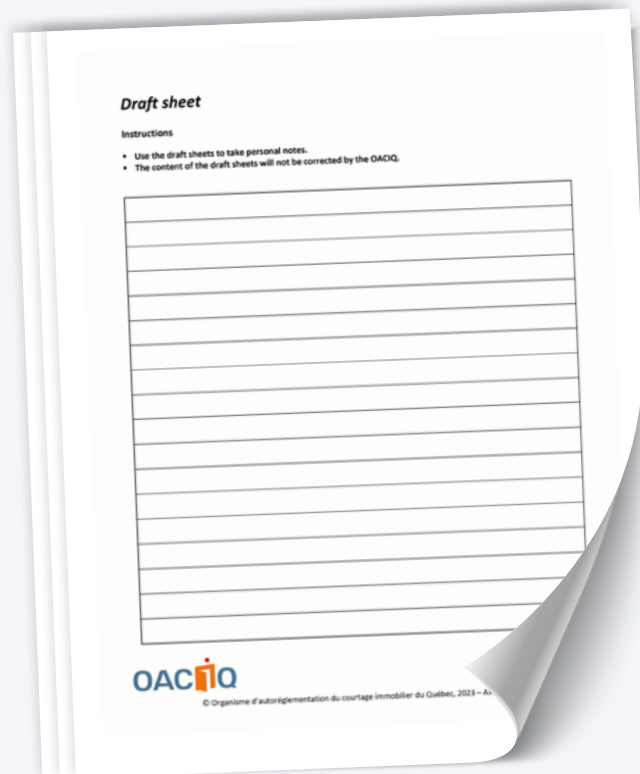
Once you have finished filling out the forms, you will need to save them and then upload the files to the digital platform.

Upload file



Draft sheets —

A workbook containing draft sheets will be provided. Please use these sheets to take notes or do your calculations. **The content of the DRAFT SHEETS will not be corrected.**

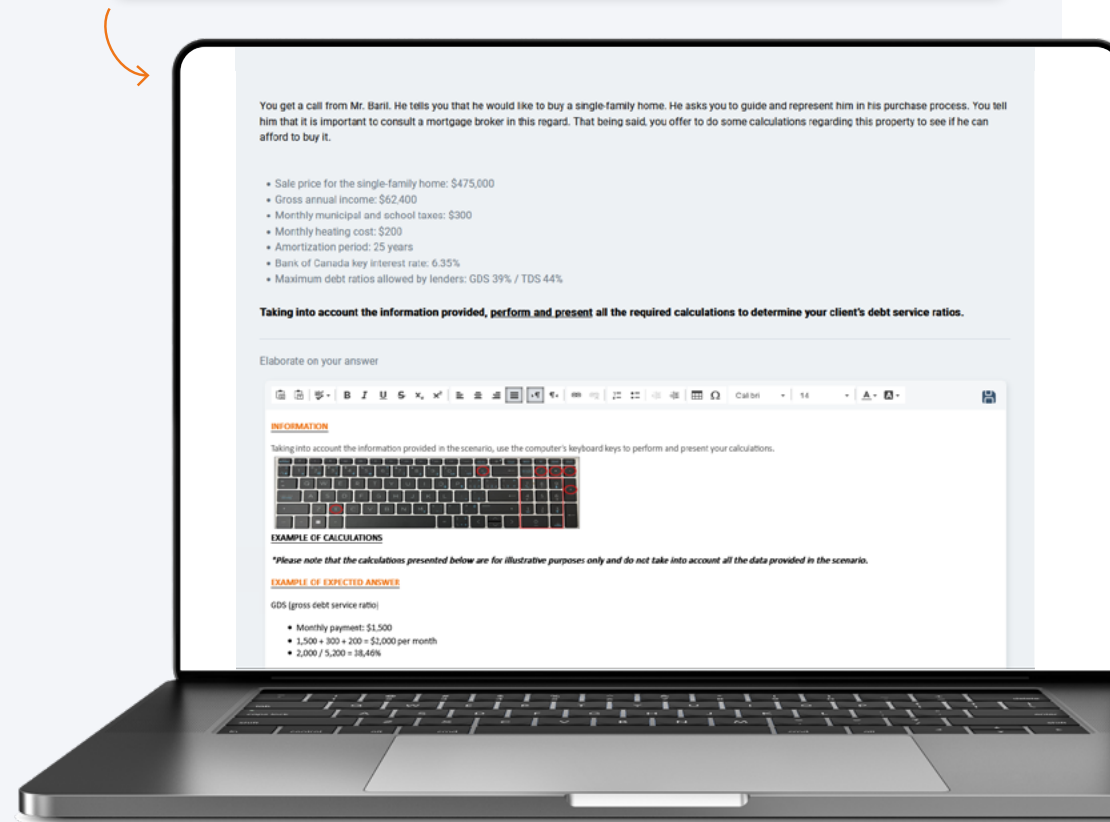


Approaches and answers —



IMPORTANT

Note that **your mathematical approaches and calculations must be written in your digital exam** so that they can be taken into account during the correction.





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