

Important Updates and Changes to the Fall 2024 Session

This notice includes important information about:

- 1) Changes to the Fall 2024 Exam Booking Process
- 2) Changes to Exam Day Proctoring Procedures

Please read carefully:

1) Changes to the Exam Booking Process

- a. Candidates will need to create an account on our proctoring site by **Friday, September 6, 2024**. The self-service booking feature will not be available for this session to allow eProctor Canada to make some important improvements during our typical booking period.

Candidates do not need to book for their exam. However, candidates must create a new eProctor Canada account or confirm their existing account by September 6, 2024. Candidates with an eProctor account will be automatically registered for their examination date and eProctor Canada will send confirmation emails by mid-September with details of your exam time and date.

Actions Required:

- i. **If you are a NEW exam candidate (i.e. you have not taken an online technical exam before)**
 1. Visit the proctoring site at <https://www.eproctorcanada.com/>
 2. Create a new account using your email address that you registered with your regulator.
 3. Complete the account setup by **Friday, September 6, 2024**. This is important. If you do not have an account setup, we will not be able to book you into your time slot.
 4. Set your time zone in your eProctor account (and double check your computer time zone as well). This is to avoid issues with booking times.
 5. If you have issues with the setup, please contact eProctor's support team at support@eproctorcanada.com.
- ii. **If you have an existing eProctor account (i.e. you have taken an online technical exam after 2020)**
 1. You do not need to create a new account. However, you **MUST** double check that your email in your eProctor account matches the email you used to registered for your exam with your regulator by **Friday, September 6, 2024**.

IMPORTANT: if the emails do not match, we are not able to book you for your exam. You should be able to verify which email was used by logging into your respective regulator's account.

2. Set your time zone in your eProctor account (and double check your computer time zone as well). This is to avoid issues with booking times.

2) **Notice of Changes for Proctoring Procedures**

The [Notice for Exam Day Proctoring Changes](#) details important updates and reminders about our online proctoring exam processes, which will take effect for the upcoming examination period in Fall 2024.

Since 2020, we have monitored and observed various forms of exam misconduct. Although rare, such actions undermine the integrity of our examination process and the value of the qualifications of the profession. We want to ensure that we can continue offering the exam program online that balances flexibility while upholding exam integrity.