> **IMPORTANT AND NEW NOTE FOR FALL 2024** - **Prior to scanning your written solutions, you will need to show the camera each page that you intend to scan – hold up one page at a time for approximately 3 seconds. Please make sure you display every page. If there are discrepancies in your exam submissions or concerns about misconduct, regulators may use this portion of the recording for further investigation.**

# <u>Written Solutions Policy</u>

GUIDE FOR CANDIDATES

Uploading of written solutions and calculations must only be completed **AFTER** you have completed your Questions. Candidates have up to **30 minutes** from the end of the exam to upload to AssessBank and make sure you click on **END EXAM**. Please note that all uploads are timestamped.

If you are using your phone to scan your document, note that you CANNOT use it to communicate (i.e., phone calls or text) during this time.

1. Written solutions should contain candidate's first/last name and their Association system ID number.
2. Written solutions should be uploaded in **ONE single document** with clearly labelled pages (page 1, 2, ...). Candidates should ensure the document has pages organized in a numerical order.
3. Uploaded document should be titled "*Your Name – Exam Topic*".
4. Use of ink pens or dark pencils is recommended for sketches and graphical work. Regular pencil work does not show up well on some scanners.
5. It is the candidate's responsibility to review written solutions for readability and organization.
6. You must select "Browse" to upload your writing (see screenshot below). To make it simple to find while uploading, we recommend saving your file on your computer's desktop.

PLEASE UPLOAD YOUR WRITTEN WORK BELOW:

[Browse...] [No file selected]
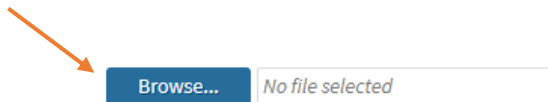
> ***Please note that the file size cannot exceed 50MB.***

TECHNICAL ISSUES
If you notice that it takes longer than 15 minutes to upload a file to AssessBank, please cancel the upload and try uploading the same file again. If you still experience the same issue, please click on 'end exam' and you can email your copy of written solutions to **exams@egbc.ca**.

Note that you will be required to *send us a screenshot or proof of the technical problem* along with a copy of your written responses. All reports of technical issues will be reviewed and verified by video recording and staff.

ALTERNATIVE TO USING A SCANNER
We recommend using mobile scanning apps such as:

1. Microsoft Lens (available on iOS and Android) or
2. Notes (iOS only)

Microsoft Lens and Notes allows you to scan documents into one file using your phone's camera. We strongly recommend that you install and test out the app beforehand to ensure you can capture and save documents without any issues on the day of your exam.

Microsoft Lens iOS and Android • How to use Microsoft Lens for iOS • How to use Microsoft Lens for Android	**Notes** iOS only (pre-installed on iOS devices) • How to scan documents on your iPhone