Written Solutions Policy

GUIDE FOR CANDIDATES

After you finish your examination questions, you will be directed to a screen that instructs you to show each page of your written work to the camera. You must ensure that each page is shown to the camera for at least 3 seconds. You will have 10 minutes to complete this step.

Please ensure that you show every page of your written solution that you would like marked and will be uploaded. If there are discrepancies in your exam submissions or concerns about misconduct, regulators may use this portion of the recording in their investigation.

Once you have shown each page to the camera, you will be able to proceed to the scanning phase of the exam. The exam will instruct you to scan and then upload your written solutions to Assessbank. You will have 30 minutes to complete this step.

Note that scanning and uploading written solutions can only take place after you have completed your exam questions and shown your written work to the camera. Uploaded written work is timestamped.

Helpful reminders about written solutions are included below:

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. This includes the quality of the scanned image. Please ensure that the image is not too dark or blurry, so that a marker can read your submission.
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.
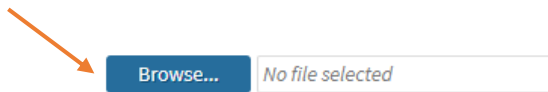
Please note that the file size cannot exceed 50MB.

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.

Note: If you are using your phone to scan your written work, you CANNOT use it to communicate (ie. accessing phone calls, texts, social media apps, etc.) during this time. You are recorded during the scanning process.

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