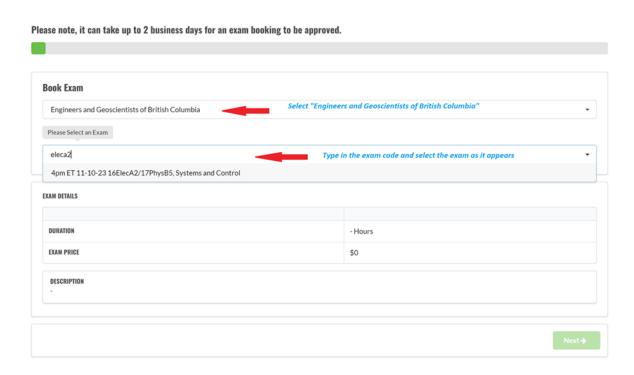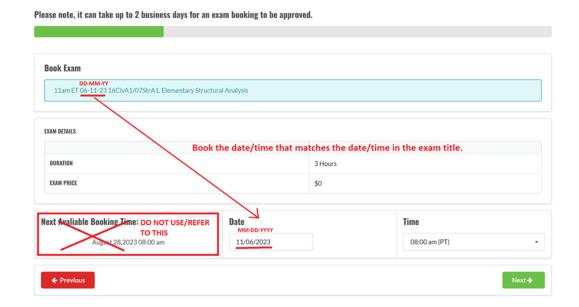# Instructions to book with eProctor

The booking window for the Spring/Summer 2024 Online Technical Exams is opening on Monday, March 18th, 2024 and, and will close on Monday April 1st 2024. You MUST book your proctoring session with eProctor's booking site. *If you do not book an examination timeslot with eProctor you will not be able to write your examination.* Please follow the following steps on how to book with eProctor: Timeslots are available on a first come first serve basis. To schedule a timeslot, you will need to follow the steps below:

1. Go to www.eproctorcanada.com
2. Click "Book an Exam"
3. If you have not already created an account, you will need to create one at this point- click "Create Account."
4. Login (using credentials created in Step 3)
5. Click "Book an Exam". You can find this option in the menu under 'Dashboard'.
6. In the "Training Provider" field, select "**Engineers and Geoscientists BC.**"
7. In the "Exam" field below, select your exam(s).

Please note, it can take up to 2 business days for an exam booking to be approved.

Book Exam

Engineers and Geoscientists of British Columbia	Select "Engineers and Geoscientists of British Columbia"

Please Select an Exam

eleca2	Type in the exam code and select the exam as it appears

4pm ET 11-10-23 16ElecA2/17PhysB5, Systems and Control

EXAM DETAILS

DURATION	- Hours
EXAM PRICE	$0

DESCRIPTION
-

Next →

8. Make sure the date/time you select for booking matches with the date/time in the exam title as well as the exam schedule (Pay close attention to the date format). Do not book for any date other than stated in the TITLE.

Please note, it can take up to 2 business days for an exam booking to be approved.

Book Exam

DD-MM-YY
11am ET 06-11-23 16CivA1/07StrA1, Elementary Structural Analysis

EXAM DETAILS

Book the date/time that matches the date/time in the exam title.

| DURATION | 3 Hours |
| EXAM PRICE | $0 |

Next Avaliable Booking Time: DO NOT USE/REFER TO THIS
August 28,2023 08:00 am

Date
MM-DD-YYYY
11/06/2023

Time
08:00 am (PT)

← Previous   Next →

Important: If you are sitting for multiple exams/sessions, you <u>must</u> book each session separately.

9. Click next and complete the date/time field according to your scheduled exam. Ensure that the selected date corresponds to the exam date listed on the exam schedule. Please note that you <u>must</u> book your exam according to the date provided on our online schedule. eProctor has added the assigned dates to the corresponding examination titles on the booking platform for your reference. Click next to Confirm Order. *There is no additional cost to book the proctoring session – it is included in your exam registration fee.

10. Do NOT book your exam in multiple sittings. You should only book one time slot for an individual exam.

11. eProctor Canada will approve each booking as they come in within 3 business days.

12. Once your exam booking is confirmed you will receive a confirmation email from eProctor. You MUST rely on the exam date and time listed in eProctor's confirmation email as this is the most accurate information for your exam booking. Please ensure you account for any time zone differences when confirming your exam time.

13. We **strongly** recommend downloading the eProctor Canada application to ensure that you can pass the hardware and network tests. **Note: If you see that your examination is listed multiple times in the dropdown menu, it is important to note that each of these examination listings correspond to a different time slot that the examination is offered. Candidates may need to proceed to the booking page to see what time slot each examination listing corresponds to.**

14. If you come across a time slot that is listed as "Fully Booked," please try another examination listing until you can find one that is not. If all time slots are showing as "Fully Booked," please contact exams@egbc.ca

If you have any issues or require further technical support with the eProctor Canada application, please contact their support team: https://www.eproctorcanada.com/contact-us/.