

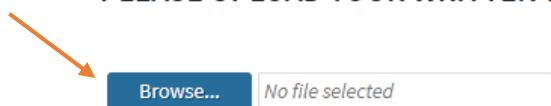
# Written Solutions Policy

## Uploading Written Solutions: 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 the AssessBank and make sure you click on **END EXAM**. Please note that all uploads are timestamped.

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:**





***Please note that the file size does not exceed 50MB.***

7. If your examination does not require written solutions, you are not required to upload any additional material.

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](mailto:exams@egbc.ca) to upload on your behalf.

**FOR THOSE WITHOUT ACCESS TO A SCANNER**, we recommend using mobile scanning apps such as **Microsoft Lens** (available on iOS and Android) or **Notes** (iOS only), which 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.

 <b>Microsoft Lens</b> <a href="#">iOS</a> and <a href="#">Android</a> <ul style="list-style-type: none"><li>• <a href="#">How to use Microsoft Lens for iOS</a></li><li>• <a href="#">How to use Microsoft Lens for Android</a></li></ul>	 <b>Notes</b> iOS only (pre-installed on iOS devices) <ul style="list-style-type: none"><li>• <a href="#">How to scan documents on your iPhone</a></li></ul>
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