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# CANDIDATE GUIDE FOR ONLINE EXAMINATIONS

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ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA



The Association of Professional  
Engineers and Geoscientists of Alberta



**Professional Engineers**  
Ontario

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**For the most up-to-date information on the status of technical exams, please visit:**

<https://egbc.ca/Become-a-Member/Academic-Exams/Status-of-Online-Academic-Exams>

Due to COVID-19, technical examinations will be offered online with virtual proctoring in order to ensure the safety of our applicants and to follow the recommendations made by public health officials. Please review this candidate guide that you are equipped and prepared to take the exam before your sitting date. This guide applies to candidates registered for technical exams for the following participating bodies:

- Engineers and Geoscientists BC (EGBC)
- Association of Professional Engineers and Geoscientists Alberta (APEGA)
- Professional Engineers Ontario (PEO)

## 1.0 REQUIREMENTS

### 1.1 MINIMUM SYSTEM REQUIREMENTS

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With virtual proctoring, you are required to use a desktop or laptop with strong and stable internet connections. AssessBank and eProctor Canada are the exam platform and virtual proctor providers. Both services and servers are hosted in Canada.

- It is highly recommended that you conduct a [Speed Test](#) to ensure your internet speeds meet the requirements to complete your exam with eProctor Canada. eProctor network requirements are: 2.5 Mbps minimum upload speeds and 2.5 Mbps minimum download speeds.
- Ensure that you are using a modern browser:
  - Chrome – recent version
  - Firefox – recent version
  - Safari – recent version
  - Edge – recent version
- Operating system minimum requirements:
  - Windows: Windows 7 or later; or
  - Mac: OS X 10.9 or later

### 1.2 TESTING ENVIRONMENT

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It is required that you ensure you can:

- Take the exam alone in a private room with stable, high-speed internet.  
*Please note: it is strongly recommended that candidates take the exam at home (work or public internet connections may use VPN services that interrupt the connection).*
- Use a desktop or laptop with webcam and microphone capability. Do not use a mobile device to access the exam as it is incompatible with the virtual proctoring requirements.

## 2.0 BEFORE THE DAY OF YOUR EXAM

### 2.1 BOOKING YOUR VIRTUAL PROCTORING SERVICE

**FOR FALL 2021 (Oct-Dec) candidates** – Please note that booking is not yet available on the eProctor Canada website. We are currently working with eProctor Canada to open registration as soon as possible. Once booking is available, a notice will be posted on the following page: <https://egbc.ca/Become-a-Member/Academic-Exams/Status-of-Online-Academic-Exams>

**Important:** You must book a time with eProctor Canada to sit for your exam. You must only book the exam(s) that you are registered and confirmed for with your Association. It is the responsibility of the candidate to be aware and to confirm which exams they are registered for PRIOR to booking with eProctor Canada.

If you book an exam with eProctor Canada without being registered for it with your Association, you will be responsible for additional costs incurred.

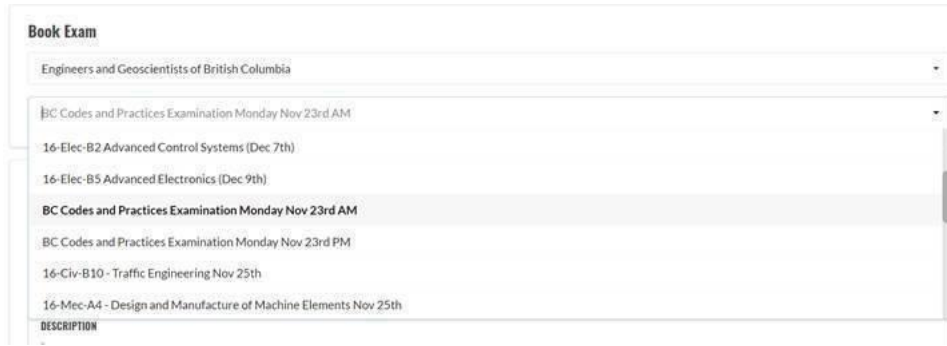
**The deadline to book your examination is three days before your scheduled examination date.**

Note that you will not be able to write your examination if you do not book a timeslot. If you decide not to book a timeslot for your examination, please consult your Association on how to proceed. If you decide to cancel/defer your exam, please ensure that your eProctor Canada booking is also cancelled.

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](http://www.eproctorcanada.com)
2. Click “Book an Exam”
3. You will need to create one at this point- click “Create Account”
4. Login (using credentials created in Step 3)
5. Click “Download Application” and begin download (**if you are using a work-issued desktop/laptop, please ensure that your organization’s IT policy allows the download of this application. It is recommended to use a personal computer if possible**)
6. Click “Book an Exam”. You can find this option in the menu under ‘Dashboard’.
7. In the Training Provider field, select “Engineers and Geoscientists BC”
8. In the Exam Field below, select your exam(s).

**Important:** If you are sitting for multiple exams/sessions, you must 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 must 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. eProctor Canada will approve each booking as they come in within 3 business days.
11. We **strongly** recommend downloading the eProctor Canada application to ensure that you are able to 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.**

**Book Exam**

Engineers and Geoscientists of British Columbia

Please Select an Exam

16ELECA2

June 9, 16ELECA2 - Systems and Control

June 9, 16ELECA2 - Systems and Control

June 9, 16ELECA2 - Systems and Control

June 9, 16ELECA2 - Systems and Control

June 9, 16ELECA2 - Systems and Control

DESCRIPTION

**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](mailto: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/>.**

## 2.2 ACCESS YOUR EXAM ACCOUNT

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An email will be sent to you before your scheduled exam date, which will include information on:

- Your login credentials and how to access AssessBank and eProctor Canada platforms; and
- How to submit your paper solutions (e.g., calculations, drawings, etc) by uploading to a secure file sharing platform (Sync)

If you do not receive an email with the above details three weeks before your scheduled examination, please contact [exams@egbc.ca](mailto:exams@egbc.ca) to have this email resent to you. Note that this email will be sent to the preferred email address that you registered for the examination with.

The exam platform can be accessed here: <https://egbc.assessbank.ca/abapp>.

Please make sure you have your login and password ready.

## 2.3 REVIEW DEMO EXAM

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From the [exam platform login screen](#), select “Guest Access”.

At any time, you can review a demo of the exam to help familiarize you with the testing format and platform features.

## 3.0 EXAM DAY RULES

### 3.1 EXAM DAY RULES REGARDING PROHIBITED DEVICES

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To ensure that no one gets an unfair advantage on test day, the virtual proctor will be monitoring each exam session for the use of cell phones and other prohibited electronic devices. Note that exam sessions are recorded for review purposes. Any perceived academic misconduct will be investigated which may result in your exam being ineligible for marking and impact your application for registration.

Prohibited devices include, but are not limited to:

- Cell phones or smartphones
- Audio players/recorders, tablets, laptops, notebooks, notepads, Google Glasses, or any other personal computing devices
- Cameras
- Unauthorized calculators
- Any devices, including digital or smart watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content

If you are found using unauthorized aids, including electronic devices at any time during the examination, including during breaks, it is grounds for immediate dismissal and will result in an automatic failure.

At all times, be prepared to pan your webcam for the virtual proctor as he/she may ask to see your workstation surface. Only authorized aids will be permitted so be prepared to answer any questions from the virtual proctor on authorized items.

The permissible items allowed will vary depending on the specific exam format for the topic you are taking. Please refer to that format that has been communicated to you.

As a friendly reminder, if your exam(s) is open book, you may only use **physical or printed copies** of textbooks or notes. Digital copies of books or notes that requires the use of a digital device are not permitted. We recommend candidates have eBooks or PDFs printed if you intend to use it for the examination(s).

## 3.2 ACADEMIC MISCONDUCT

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Inappropriate behaviour during or following an exam may result in actions being taken by the invigilators, testing centre or the association/regulatory body. Inappropriate behavior and exam misconduct include, but are not limited to:

- copying, producing, reproducing, removing exam questions and/or responses (in any format);
- taking notes about the exam from inside or outside the exam room;
- disclosing exam questions or responses, in whole or in part, in any form or by any means (for example, orally, in writing, electronically, on the Internet);
- giving or receiving assistance of any kind during the exam, including copying the answers of another applicant;
- taking the exam for someone else or having the exam taken for the applicant by someone else;
- using prohibited aids such as cell/mobile phones, hand-held computers or other electronic devices, recording or photographic devices, and watches;
- using, or attempting to access prohibited study aids such as test preparation materials or study materials, textbooks, and notebooks during the exam; and
- seeking help in answering questions (in person, by phone, text, by email, etc.), engaging in disruptive disturbances or causing disturbances of any kind, and/or failing to follow invigilator instructions.

Investigations of potential academic misconduct may include requiring applicants to attend an interview or hearing led by the appropriate association/regulatory body.

Applicants who engage in inappropriate behaviour or academic misconduct may, at the sole discretion of the association/regulatory body, be subject to any one or more of the following:

- reassignment by the invigilators before or during an exam of an applicant's seat or exam place;
- ejection from the exam place or online platform;
- withholding of exam results of those applicants involved until a determination has been made by the appropriate association/regulatory body whether academic misconduct occurred;
- cancellation of the score(s) of part(s) or all of the applicant's exam and recording of a "failure" result for the exam;
- special conditions imposed by the appropriate association/body's at its discretion for subsequent attempts at the exam or other future assessments of the applicant, including costs for special administration of subsequent exams for the applicant;



- denial of permission to participate in future assessments for a period of time determined by the appropriate registration/credentials committee (exams, interviews or other assessments of credentials);
- denial of registration by the appropriate associate/regulatory body;
- reporting of the misconduct to the test provider, other appropriate professional regulatory and/or legal authorities; and
- the exercise of all available legal remedies by the association/regulatory body and/or the test provider including cost recovery for the investigation and/or for the creation of new questions, general and special damages and injunctive relief.

The appropriate association/regulatory body reserves the right to cancel an assessment or exam if it has been determined that the security of the assessment has been violated.

The associations/regulatory bodies reserve the right to delete from scoring any test item which is found to have been exposed to one or more applicants before the exam.

## 4.0 ON THE DAY OF THE EXAM

### 4.1 CONNECTING TO EPROCTOR CANADA

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1. **30 minutes before exam time, you should re-download the eProctor application. Once the download is complete enter login credentials and select the exam by clicking on the title. This will notify the Proctor you are ready to begin.**

Logging in through the eProctor Canada application at least 30 minutes earlier than the scheduled time allows proctors to have enough time to conduct the check-in process and review exam procedures.

2. Students will see a loading screen (green circles) until the proctor has a chance to do the check-in at which point they will review our exam rules and ensure there are no unpermitted materials.
3. Once all students are checked-in, the exam link will be sent to you through eProctor Canada where you can login with your AssessBank credentials and launch your test.

**IMPORTANT NOTE: To avoid issues with accessing the exam, please do not login to the AssessBank platform at least one hour before your scheduled exam time. As noted above, you will be asked to login to the exam platform through the eProctor Canada application. However when there has been another session recently open in a browser, this may cause a technical issue resulting in delays.**

Please note that you are expected to check-in early to start your exam on time. Candidates are typically given a 15-minute grace period. However, after exceeding the grace period, candidates will only have the remainder of the time from the scheduled start and will not be given the full duration to complete the exam. For example, if a candidate is one-hour late for a three-hour exam, the proctor will end the session after 2 hours.

## 4.2 WHAT TO EXPECT ONCE YOU HAVE CONNECTED WITH A LIVE PROCTOR:

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The proctor will:

- Confirm your identity with a government-issued ID (e.g., passport, driver's licence). This must be an ID in the original form (i.e., no virtual/digital IDs).
- Complete a workstation sweep (please ensure your desk area is clean and clear except for allowed peripherals for your exam).
- If you required technical assistance at any time throughout your exam, the eProctor Canada support team and proctors are available via phone or live chat in the eProctor Canada application.

## 4.3 UPLOADING CALCULATIONS/PAPER SOLUTIONS

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Exam(s) **may** require the submission of paper solutions/calculations. We will be using Sync for secure file transfer. All examination candidates will receive an email with additional instructions 1-2 business days before your scheduled exam. If you do not receive an email with a link to your Sync folder, please contact [exams@egbc.ca](mailto:exams@egbc.ca).

You will be assigned a folder on the Sync platform. The assigned folder is unique to you and should not be shared with anyone else. Please bookmark/save this link to ensure you have quick access to it on the day of the exam. Candidates are not required to create an account with Sync in order to upload their paper solutions/calculations.

- Uploading of paper solutions/calculations must only be completed **AFTER** you have submitted your exam. Use of communication devices is not permitted *during* the exam, but once the exam session has ended, you may use the device to upload your work to Sync.
- You will have up to 60 minutes from the end of the exam to upload to the Sync platform. After 60 minutes, do not make any changes or modifications to your files. Note that all uploads are timestamped.
- Please ensure that your paper solutions contain your Association system ID number, is organized in numerical order and properly labelled. PDF formats are preferred.
- Please note that it is the candidate's responsibility to review paper solutions for readability and organization.

For those without access to a scanner we recommend using mobile scanning apps such as **Microsoft Office Lens** (available on [iOS](#) and [Android](#)) that allows you to capture documents using the phone's camera. We strongly recommend that you install and test out the app to ensure you can capture and save documents without any issues on the day of your exam.

## 5.0 FREQUENTLY ASKED QUESTIONS

### 1. Will I be allowed bathroom breaks?

If you need to take a bathroom break, please notify your proctor. The eProctor Canada software allows you to live chat or request assistance. The proctor will note down when and how long you were away from your desk. Please note that the timer on the exam will not pause for bathroom breaks and cannot be added back to the exam.

**2. I cannot connect to the proctor because the software check indicates I do not meet the system requirements – what should I do?**

All candidates are strongly recommended to ensure they have a computer and internet connection that meets the minimum system requirements. If you encounter issues with connecting, please first contact eProctor Canada for assistance (<https://www.eproctorcanada.com/contact-us>).

You can also contact your association/body for further assistance.

<b>Engineers and Geoscientists BC</b>	<a href="mailto:exams@egbc.ca">exams@egbc.ca</a>
<b>APEGA</b>	<a href="mailto:technicalexams@apega.ca">technicalexams@apega.ca</a>
<b>PEO</b>	<a href="mailto:exams@peo.on.ca">exams@peo.on.ca</a>

**3. I was disconnected with the live proctor during my exam. What should I do?**

Exam candidate **MUST** immediately attempt to reconnect through the eProctor application. If the reconnection fails, please contact eProctor Canada for assistance. Please note that candidates cannot continue with the exam without virtual proctoring. If a candidate is found to have continued with the examination without a proctor this will be considered an academic misconduct.

Note that all answers on the test platform are saved continuously so you will be able to resume where you left off.

**4. I lost exam time due to a disconnection during my proctoring session. Will I receive additional time once I resume my examination?**

If a candidate gets disconnected from the exam at no fault of their own, they should notify the proctor immediately so that the disconnection can be documented. In the event that technical issues cannot be resolved online, the proctor may contact the candidate via email or phone. Use of phone/email is allowed as an exception in these instances.

If the disconnection occurs due to candidate’s internet instability no additional time will be added once the exam resumes. Every abnormal activity is recorded, and technical issues are investigated in consultation with eProctor Canada and AssessBank. Please note that it is the responsibility of every candidate to ensure a stable network connection.

**5. I did not write any paper solutions or calculations. Do I still have to upload documents to Sync?**

Candidates do not have to upload any paper solutions/calculations if they can answer all questions using the AssessBank platform.

**6. If I write all my solutions, calculation, and/or diagrams on paper, do I have to input responses into the AssessBank exam platform?**

Candidates do not have to enter responses or show their work using the provided textboxes in AssessBank. You can choose to provide all your responses on your rough work that can be uploaded to Sync after your examination. The online examination platform will allow you to submit an examination without any written responses. Candidates may also choose to write “refer to rough work” in the provided response areas on the online examination.

Please make sure that your uploaded solutions are well organized and to clearly indicate the question numbers for the responses.

**7. How can I confirm that the uploaded paper solutions/calculations have been successfully received?**

All candidates are encouraged to download a copy of the uploaded documents immediately after they have been successfully uploaded. If the folder contains the uploaded documents and the trial download of the document(s) is successful, candidates can be assured that the uploaded materials have been received.

Please note that it is the candidate’s responsibility to review paper solutions for readability and organization.

**8. Should I be concerned about privacy issues when using eProctor Canada?**

No, there are no privacy concerns when downloading or using eProctor Canada application. Unlike other invasive proctoring software, eProctor Canada does not have access to the candidate’s files and cannot control a candidate’s desktop. While the proctor will be able to view your screen activity during the examination, they will not be able to access or control any other part of the computer. This proctoring provider was selected specifically to ensure minimal invasion of privacy.

**9. When can I expect to receive my examination results?**

Examination marks will be released on the rolling basis. Candidates can expect to receive their results within approximately four weeks after the examination date.

**10. My computer does not have a built-in microphone. Can I use my headphones during the examination?**

Headphones can be used during the check-in process while connecting to the proctor. However, prior to starting the examination you will be asked to remove your headphones. You may not use headphones during the examination itself.

**11. Can I take the exam with a second computer monitor?**

eProctor Canada software only functions with one monitor and you will not be able to take the examination using multiple monitor screens. If you want to use a larger monitor for the exam the display settings must be set as “Duplicate” and not “Extended”.

**12. Am I allowed to have food and drinks during my examination?**

Yes, candidates are allowed to have food and drinks during their examination. We ask that your drink be in a clear glass or water bottle, and it should be noted that proctors may ask to examine food or drink containers/wrappers for the examination.

**13. I have checked in with eProctor Canada but I do not have access to my exam/am assigned the incorrect exam.**

Please notify your proctor immediately. The proctor will contact Association staff to confirm registration of the appropriate exam(s). The proctor will not be able to change your exam without confirmation from the Association.

If it is determined that you are not eligible to take the exam (e.g., booked with eProctor but did not register with your Association), you will be responsible for costs incurred. By booking for a spot with eProctor Canada, a live proctor is assigned to you and the Association is required to cover the cost regardless of whether the candidate can take the exam or not.

**14. I booked with eProctor Canada but have decided to cancel or defer my exam sitting to a future session.**

If you decide to cancel/defer your exam, please contact your Association and to also ensure that your eProctor Canada booking is cancelled to avoid any additional costs incurred.

**15. I am late for my exam. Will I be able to have my time extended?**

No, please note that you are expected to check-in early to start your exam on time. Candidates are given a 15-minute grace period after their scheduled start time. However, after exceeding the grace period, candidates will only have the remainder of the time from the scheduled start and will not be given the full duration to complete the exam. For example, if a candidate is 30 minutes late for a 3-hour exam, the proctor will end the session after 2 hours 30 minutes.

## 6.0 CANDIDATE INSTRUCTIONS AND STATEMENT OF UNDERSTANDING

**Please note that prior to starting your exam on the platform, you will be required to acknowledge and accept the statement of understanding. As it is very detailed, please ensure to review this information prior to your exam.**

### Candidate Instructions and Statement of Understanding

**READ THIS INFORMATION CAREFULLY BEFORE CONTINUING**

1. The academic/technical examinations are highly confidential. The examination questions are the property of the Professional Engineers Ontario (PEO), Association of Professional Engineers and Geoscientists Alberta (APEGA) or Engineers and Geoscientists BC (EGBC). Unauthorized disclosure of the examination questions is

prohibited under copyright laws. By digitally signing this candidate/applicant statement of understanding, you agree to maintain the confidentiality of the exam questions.

You must therefore:

- a. Keep the exam content confidential, even after the exam. This also includes not discussing the content with anyone who wrote the exam before you, with you or who has not written the exam yet.
  - b. Not use or be in possession of any electronic device (such as cell phones, cameras, pagers, iPods, etc.) in the exam room;
  - c. Realize that any recording or memorization of exam questions is strictly forbidden whether you intend to recreate parts of the exam for financial gain or not.
2. By registering to take an academic/technical exam, a candidate agrees to abide by all regulations, as well as oral and written instructions controlling the conduct of the examination. These regulations are intended to preserve the integrity of the examination process by providing standard test administration conditions that yield valid and reliable results.
3. Candidates are recorded and may be observed at all times while they are taking the exam. This observation will include direct observation by proctors. Proctors may not necessarily inform you of their observations, but they are required to report behaviour that may violate the terms and regulations of the academic/technical exams or other forms of irregular behaviour.
4. Any cheating and/or breach of confidentiality/security or any attempt to subvert the examination process by any candidate violates the purpose and principles of the examination. Any candidate who carries out, takes part in or who witnesses such behaviour must report it to the proctor and/or their respective association/regulatory body as soon as possible.
5. All partnering associations/regulatory bodies strive to report results that accurately reflect the skill and performance of each candidate and represent a valid measure of their knowledge or competence as sampled by the examination. Accordingly, our standards and procedures for administering examinations have two related goals: giving candidates comparable opportunities to demonstrate their abilities and preventing any of them from gaining an unfair advantage over others. To promote these objectives, partnering associations reserve the right to cancel or withhold any examination results when, in the sole opinion of the partnering associations, a testing irregularity occurred; cheating has occurred; there is an apparent discrepancy in, or falsification of, a candidate's identification; a candidate engages in misconduct such as accessing unauthorized websites or materials or plagiarism; when aberrations in performance are detected for which there is no reasonable and satisfactory explanation; or the results are believed to be invalid for any other reason. Conduct occurring before, during or after testing that violates these principles may result in invalidation of examination results and/or other penalties such as disciplinary action against the applicant by the partnering association/regulatory body.

**It is your obligation as an aspiring professional member/registrant to report any test security issues (e.g., answer copying, circulation of any copyright material such as exam content, etc.) that you become aware of that occurred before, during, or after the exam administration. These incidents can be reported anonymously to the exam security tip email: [examsecurity@apega.ca](mailto:examsecurity@apega.ca).**

In order to continue to take the exam you must verify that you have read, understand, and agree to abide by this statement.

I have read, understand and agree to abide by the above statement.