



ExAC

Examination for Architects in Canada
Examen des architectes du Canada

PREPARATION GUIDE FOR THE ONLINE ExAC

February 22 to 25, 2021

TABLE OF CONTENTS

INTRODUCTION	3	AUTHORIZED MATERIAL AND ALLOWABLE ITEMS	
ONLINE EXAM CHARACTERISTICS	4	Books and Reference Materials	11
Content	4	Other Items	11
Question Types	4	BREAKS	12
Languages and Units of Measurement	5	SPECIAL ACCOMMODATIONS	12
Features	5	EXCEPTIONAL CIRCUMSTANCES	12
ExAC CALENDAR – WINTER/SPRING 2021	5	REPORTING RESULTS	13
DELIVERY AND DURATION	6	REQUESTS FOR REVIEW	13
ExAC SCHEDULE – FEBRUARY 22-25, 2021	6	RETAKING THE ExAC	14
REGISTRATION PERIOD AND PROCEDURES	7	SECURITY PROTOCOL AT THE ExAC	14
CANCELLATION OF REGISTRATION AND NO-SHOWS	7	CONDUCT	15
LETTERS OF AUTHORIZATION	7	CONFIDENTIALITY AGREEMENT	16
ON THE DAY OF THE EXAM	8	REFERENCES AND RESOURCES	16
EXAM ENVIRONMENT	8	FAQ	17
TECHNICAL REQUIREMENTS	9	CONTACT US	19
REMOTE PROCTORING	10		
PERSONAL IDENTIFICATION AT THE ExAC	10		

INTRODUCTION

January 2021

Dear Interns:

On behalf of the Committee for the Examination for Architects in Canada (CExAC), I am pleased to present this special edition of the Preparation Guide. Its purpose is to help prepare you for the first online administration of the ExAC.

Moving the ExAC on-line opens a new chapter in the twelve years of our Canadian architectural licensing examination. As you know, the first online and remotely proctored administration of the ExAC will take place during the last week of February 2021 through Measure, a platform designed by Yardstick Assessment Strategies (YAS).

This document provides important information about the online exam and the updated administrative process. Please take the time to read it carefully, as it addresses many questions and provides direction on the next steps.

We strongly advise you to take your time and familiarize yourself with the tutorial before the exam. This will help you know what to expect during the exam administration and benefit from a smoother experience.

Also, after the exam, you will be invited to fill out a short survey. Please take a few moments to complete it to provide important feedback about your experience with the exam.

CExAC, CALA, the consultants and ExAC staff are looking forward to the first administration of the online ExAC. We thank you again for your patience and we wish you good luck!

Christopher Babits
Chair
Committee for the Examination for Architects in Canada

ONLINE EXAM CHARACTERISTICS

The February 2021 online ExAC will maintain the same characteristics as the pencil and paper exam. Some adaptations have been made to take into account the transition to an electronic format.

Content

The ExAC is an experience-based examination for which the questions are generated using a set of General and Specific Objectives. Interns should familiarize themselves with this document while preparing for the ExAC.

The February 2021 ExAC will be composed of four sections covering 12 themes, based on the 2013 Internship in Architecture Program:

<p>SECTION 1 Programming Site and Environmental Analysis Coordinating Engineering Systems Cost Management Schematic Design Design Development</p>	<p>SECTION 3 Final Project</p>
<p>SECTION 2 Code Research</p>	<p>SECTION 4 Bidding and Contract Negotiations Construction Phase – Office Construction Phase – Site Project Management</p>

Question Types

The four sections of the ExAC are composed of several question types. Instructions have been adapted to an online format. The question types are the following:

- Multiple choice;
- Pairing/matching of components;
- Placing steps/statements in order – sometimes combined with multiple choice;
- Sentence completion/fill in the blank;
- Short answer.

Examples of questions are posted on the ExAC website at www.exac.ca.

The same number of questions has been maintained.

The Appendix Booklets, containing drawings and references linked to certain questions, will be available for consultation in an online, PDF format through the YAS Measure platform.

Languages and Units of Measurement

Interns have the option of writing the ExAC in either English or French. Although toggling between languages during the exam is enabled on the Measure platform, Interns are expected to write the exam in the language they chose at the time of registration.

The ExAC uses metric measurements. However, some references provided during the examination may be in imperial units.

Features

Below are some of the features the online ExAC will provide:

- Question bookmarking;
- Page and text size enlargement;
- A digital calculator;
- A notepad;
- Text highlighting.

ExAC CALENDAR – WINTER/SPRING 2021

The schedule of events related to the February 2021 ExAC is as follows:

Cancellation of Registration	See the Cancellation of Registration and No-Shows section
Special Accommodations	End of January 2021
Registration/Booking Period	January 20 - February 3, 2021
System Requirements Testing and Exam Tutorial	From January 20, 2021 until exam administration
Exam Administration	February 22-25, 2021
Exam Scoring	March 2021
Transmittal of Results	Second week of April 2021
Requests for Review	45-day window opens with the mailing of the results and ends in the last week of May 2021

DELIVERY AND DURATION

The online ExAC will be delivered simultaneously across Canada on the YAS Measure examination platform. It will be live, remotely proctored through the ProctorU service connected to Measure.

To adapt to the circumstances of the COVID-19 pandemic, the February 2021 ExAC will be held over **four days** instead of two, **with one, 3-hour exam per day**. Interns will be able to write the examination online from their home, office or another place.

ExAC SCHEDULE – FEBRUARY 22-25, 2021

The ExAC schedule is as follows:

Section	Date	Time
One	Monday, February 22, 2021	10 AM EST
Two	Tuesday, February 23, 2021	10 AM EST
Three	Wednesday, February 24, 2021	10 AM EST
Four	Thursday, February 25, 2021	10 AM EST

Each day’s exam unlocks at 10AM EST. Due to system requirements for the online proctoring system, Interns will be admitted to their exam in blocks, based on the exam start time chosen when booking through Measure. Interns will have three hours to complete each exam section from their scheduled starting time block.

Note: Interns planning to write the ExAC from outside of the Eastern Standard Time Zone will need to take into account the difference in time zones.

REGISTRATION PERIOD AND PROCEDURES

The registration period for the February 2021 ExAC closed on August 14, 2020. No new registrations will be accepted.

As the February 2021 ExAC will be held in an online format, all Interns who registered for the initial dates of the exam (November 2 and 3, 2020) must register on the YAS Measure platform to create their user account and book their exam(s) through the platform.

The booking window starts at **8 AM EST on January 20, 2021** and ends at **midnight EST on February 3, 2021**.

Instructions were emailed to all Interns on January 19, 2021.

CANCELLATION OF REGISTRATION AND NO-SHOWS

All requests for cancellation of registration for the February 2021 ExAC must be done in writing and sent by e-mail to the provincial or territorial Licensing Authority. Cancellations are accepted under the following conditions:

- **Received by January 14, 2021, 4 PM local time:** full refund of the examination fees paid, without penalty, if the reason for cancelling is a conflict of schedule.
- **Received up to five days before the exam:** Interns will receive a refund of 75% of examination fees paid.
- **Fewer than five days before the exam:** no refund.

If an Intern is registered but is absent from one or more exam sections, the section(s) will be considered a fail.

LETTERS OF AUTHORIZATION

In past years, ExAC registrants would receive a Letter of Authorization from their Licensing Authority. For the February 2021 sitting of the ExAC, Interns should consider the email confirmations of their exam booking to be their authorization letters. These emails will confirm the date and time of the examination.

ON THE DAY OF THE EXAM

You are requested to be at your computer and to log on to the Measure platform at least 10-15 minutes prior to your booking time. This will give you enough time in case you experience trouble connecting to your Measure account, in which case the remote proctor can assist you.

After clicking on the “Launch Exam” button, the proctor will take you through the authentication and room/environment securing process.

The time spent on this process is not subtracted from the time allocated for your exam.

Once these steps are completed, you will be able to start your three-hour exam section.

Before test day, please make sure to test your equipment through the “Test It Out” button available on the exam page when you are connected to your Measure account to minimize the chance of technical issues.

For further information, please refer to the specific instructions provided in your booking confirmation email.

EXAM ENVIRONMENT

The online ExAC allows Interns to take the exam in the location of their choosing, such as at home, from their office or another place.

No other person may be in the same room as the Intern during the exams. Interns are expected to make the necessary arrangements to be alone and uninterrupted in their environment for the full duration of each exam section.

The exam room must be:

- An appropriate and secure location to which only the Intern will have access during the exam days of their scheduled exam;
- A private, closed, ideally walled room or office (without glass/see-through walls);
- Quiet and well-lit.

The computer equipment and walls around you must be clear of any materials (e.g. sticky notes) that could be construed as exam supports.

TECHNICAL REQUIREMENTS

The following equipment is required for the online, remote-proctored ExAC:

- A computer with integrated keyboard, webcam and microphone, or a computer with a wired/wireless external keyboard, webcam and microphone;
- If needed, an external keyboard and mouse/trackpad (for desktop computers or laptops);
- A stable internet connection (wired is recommended or wireless; if you choose to use a wireless internet connection, we recommend a speed of at least 10 Mbps);
- The webcam and microphone must be turned on at all times during the exam to enable monitoring by the remote proctor;
- A desk or table to place the computer on, clear of all unauthorized materials and items.

During the sign-in and authentication period with your proctor, you will need to use your cell phone very briefly. The proctor will ask you to put it away afterwards.

The following list summarizes the minimum and recommended requirements for the equipment:

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wi-Fi connection	Wired connection
Internet Download Speed	1 Mbps (for Wi-Fi connection, at least 10 Mbps)	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 High Sierra (oldest still maintained version)	MacOS 10.15 Catalina
CPU	More than 2 core CPU Less than 85% CPU Usage	More than 4 core CPU Less than 50% CPU Usage
Webcam	640 x 480 resolution	1280 x 720 resolution
RAM	4 GB less than 90% RAM usage	16 GB less than 70% usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Compatible Browser	Google Chrome (preferred) or Mozilla Firefox	

Not supported:

- Google Chromebooks and tablets (Nexus, iPad, Tab, Note, etc.);
- Linux operating systems, Windows 10 in S mode or Surface RT;
- No running inside a virtual machine.

Additional information:

- Multiple screens: only **one** screen is allowed during the exam. If Interns are connecting an external monitor to a laptop, the laptop screen must be turned off. In this case, Interns will not be able to use the built-in webcam and microphone. They will need to connect a separate external webcam and microphone to enable monitoring by the remote proctor.
- Screen size: the screen can be of any size. Measure platform enables changing text and font size on the screen to improve readability.
- Internet connection speed can be tested online at <http://speedtest.googlefiber.net>, <http://beta.speedtest.net>, <https://fast.com>.
- If you are planning to use a work computer, please make sure you have the necessary authorizations to download the LMI applet on exam day. This applet is necessary for the exam and cannot be downloaded prior to exam day.

A tutorial (practice exam) will be available on Measure as soon as the Intern's candidate account is created. The tutorial will allow Interns to familiarize themselves with the platform and its features. It can be taken an unlimited number of times. The CExAC encourages Interns to practice as many times as they need.

REMOTE PROCTORING

The online ExAC will be remotely proctored through the ProctorU platform.

This service provides fully live proctoring by a real person. Communication with the proctor takes place through the chat function and can be conducted in English or French.

[Find out more about the remote proctoring experience.](#)

Please note that exam sessions are recorded for quality assurance and exam integrity purposes. However, all data will be deleted from the servers after the Request for Review period closes.

PERSONAL IDENTIFICATION AT THE ExAC

Interns must have their government-issued ID ready to show the proctor. The ID (such as a driver's licence, a health insurance card or a passport) must be valid and include the Intern's photo and signature.

AUTHORIZED MATERIAL AND ALLOWABLE ITEMS

Books and Reference Materials

- The **authorized reference material** is a **paper** format (booklet or binder) of the National Building Code of Canada (NBC) 2015 Edition, without the provincial adaptations.
- The 2015 NBC is authorized for use only for Section 2 of the ExAC.
- Interns have the responsibility to make sure their paper format of the 2015 NBC **does not contravene the Canadian Copyright Act**.
- The paper format of the NBC brought into the examination room may contain hand-written annotations and be tabbed. Interns are not permitted to add pages to their NBC; no additional references, indexes, matrixes or notes may be added by additional pages to the Code. **Interns may not make any hand-written annotations or markings of any kind in their copy of the NBC during the exam.**
- Interns who use any Building Code other than the specified NBC do so at their own risk.

Other Items

- **Beverages:** water, coffee and juice are allowed in the examination room.
- **Snacks (e.g., fruit, granola bars, crackers, candy, etc.)** are not allowed, except in the case of approvals granted through a Special Accommodation request.
- **Paper tissues** are allowed, they must be kept in a transparent package/plastic bag.
- **Scratch paper, calculators, pens, pencils, pencil sharpeners, erasers** are not allowed. The online ExAC is an entirely digital exam. The Measure platform has a built-in notepad and calculator for the Intern's use.
- **Headphones and earphones** are not allowed, except in the case of approvals granted through a Special Accommodation request.
- **Wallets, purses, briefcases, electronic devices (included but not limited to portable music devices, mobile phones, tablets and laptops other than the one used for taking the exam) and other personal items (e.g. earplugs)** are not allowed on the desk and must be out of reach. Any attempt to use them or to access books, study material, notes, etc. during the examination is prohibited. All electronic devices must be turned off and stored away, out of reach. Mobile phones will be allowed for use only during the sign-in and authentication period with the proctor.
- **Dictionary, thesaurus of any type that aids in word definition or language translation:** not allowed.
- In the case of any unauthorized accessing or use of the items listed here, an Incident Report will be filed and may lead to the examination results being voided.

BREAKS

Interns are allowed to take **washroom breaks only**, except in the case of approvals granted through a Special Accommodation request. As with an in-person exam, the timer continues to run, so washroom break time counts against total examination time. After a washroom break, the proctors will require Interns to re-secure the room and their work environment. The time it takes to do so will also count against the total examination time.

SPECIAL ACCOMMODATIONS

Interns who requested a Special Accommodation at the examination upon registration for the ExAC may expect approval from the Committee for the ExAC (CExAC) in early February. The CExAC's decision will be forwarded to the Interns by their provincial or territorial Licensing Authority.

New Special Accommodation requests submitted due to the change of delivery of the ExAC were accepted until January 27, 2021.

EXCEPTIONAL CIRCUMSTANCES

If an Intern is unable to write all or a portion of the four sections of the ExAC as a result of Exceptional Circumstances, details must be provided in writing to the Intern's local ExAC Administrator within 30 days of the examination session. The National Committee for the ExAC (CExAC) will be responsible for considering these requests.

Should the CExAC concur with the Exceptional Circumstances, the Intern will be provided a full refund for the section(s) not taken and the three-year cycle within which the ExAC must be completed will be extended by one additional writing of the ExAC.

Exceptional Circumstances may include death in the family, personal illness or unforeseeable difficulty. Work-related scheduling issues will not be accepted as Exceptional Circumstances.

The examination will proceed as scheduled regardless of weather conditions. Interns are responsible to make arrangements and be ready to take the examination at the scheduled dates and time. Refunds will not be issued to those failing to attend the examination on the dates and time indicated because of weather conditions.

Should Interns not be able to take one or several sections of the ExAC due to unforeseeable circumstances such as internet connection downtime, a power outage or an Act of God situation, they will be able to retake the section(s) at a later time. Further instructions will be provided in due course.

REPORTING RESULTS

The scoring session will take place shortly after the exam administration, in March 2021.

Examination results will be mailed to Interns during the second week of April 2021 in the form of an ExAC Transcript issued by their Licensing Authority. The result for each section of the ExAC will be identified as pass or fail. Interns will not receive a score or a percentage. In case of a fail score, Interns will be informed of the General Objectives they will need to focus on, as the results would indicate that the Interns did not perform adequately in those areas. No further details will be provided.

Note: *A cut score is used to identify pass/fail results and is determined by a panel of architects together with the examination consultants after the exam has been administered. The consultants employ various statistical models, designs and analyses for the determination of the cut score and to ensure that the score is valid and reliable. The cut score is not published.*

For additional information, please refer to the [ExAC website](#).

Please make sure your Licensing Authority has your current mailing and e-mail addresses on file.

REQUESTS FOR REVIEW

A formal review procedure is available for Interns who fail one or more sections of the ExAC. The request form will be posted on the ExAC website after the mailing of the results.

On receipt of a formal Request for Review, the CExAC will review the request and a different panel of architects will review the failed exam section(s). The CExAC will then advise the Intern of the results. The decision of the review is final.

A review fee will apply for Interns wishing their examination to be reviewed. If the review is successful, the fee will be refunded.

Interns may make a Request for Review of a failed examination provided that the request is:

- In writing;
- Accompanied by the required \$300 fee (plus taxes if applicable), regardless of the number of sections to be revised;
- Submitted to their provincial/territorial Licensing Authority by e-mail (also accepted by mail if payment is made by cheque);
- Received by their provincial/territorial Licensing Authority within 45 days of the mailing of the ExAC Transcript.

A Request for Review may also be submitted for situations in which:

- The Intern's performance was negatively impacted by circumstances or factors not reported at the time of the examination, or
- Concerns raised were not resolved satisfactorily.

In the 30 days following the examination session, the Intern must write a letter to his/her Licensing Authority with explanations about the circumstances. This letter can be sent by e-mail.

RETAKING THE ExAC

Interns are given **three consecutive attempts to achieve a pass on all four sections** of the ExAC.

During the initial attempt, Interns who do not successfully pass all sections of the examination must register and rewrite **all the failed** section(s) at the next session of the ExAC. If they fail to succeed at this first retaking, they will be offered a **final attempt** to complete all remaining failed section(s) at the next session of the ExAC.

Interns who fail to achieve a pass on all sections of the examination at this final attempt will be considered to be new candidates for the examination. They will therefore have to rewrite all the sections of the examination as First Time Applicants.

Note: *Interns registered for an examination who are absent from a section or several sections (or who do not register to rewrite a failed section) will be considered to have failed the section(s).*

SECURITY PROTOCOL AT THE ExAC

To ensure the integrity of the online ExAC, specific security measures are enforced during the examination:

- No portion of the ExAC can be copied and pasted from the online examination platform.
- During exam administration, the platform blocks access to all previously downloaded software or browsers on the computer other than the YAS and ProctorU software. Computer functionalities such as highlighting, copying/pasting, screen-shotting, opening new browser tabs and switching between tabs are disabled.
- A digital notepad and a digital calculator replace traditional scratch paper and a physical calculator. A mouse, a keypad or a trackpad replace pens, pencils and erasers.
- Except for Special Accommodations, Interns are allowed to leave the room for **washroom breaks only**. However, they must be aware that the time spent on washroom breaks and re-securing the room counts against their total time allowed for the examination.
- No electronic devices are permitted during the examination or during washroom breaks.
- No consultation of any reference material is permitted during the examination or during washroom breaks.

CONDUCT

The ExAC is a professional examination. Interns are expected to conduct themselves in a professional manner during the examination.

Remote proctors are authorized to observe and monitor Interns' behaviour during the examination. Monitoring is conducted through the Interns' webcam and microphone, which must be turned on at all times.

If Interns are behaving suspiciously during the examination, they will be permitted to complete the examination, but they will be advised that the proctors will file an Incident Report with the CExAC.

Any cheating and/or attempts to disclose the substance of the ExAC items or content before, during and/or following the examination will be dealt with by the CExAC. The response may include:

- Suspension of future ExAC privileges pending resolution of the matter;
- Invalidation of all examination results;
- Legal procedures.

As a precaution against cheating, the remote proctor performs a rigorous, constantly evolving verification of the examinee's exam environment, including a 360-degree camera pan using the Interns' webcam. While the environment check is primarily to rid the testing environment of possible unpermitted resources, the proctor can also ensure no other people are present to assist the Intern during the exam.

The proctors monitor the Interns and inspect each flag provided by their system. The proctors will investigate and work with the YAS Intervention Specialist team to address and stop suspicious behaviour. If the behaviour persists or is suspected to be cheating, an Incident Report will be filed and submitted to the CExAC, prompting a review of the Intern's exam before the Intern's examination is scored.

CONFIDENTIALITY AGREEMENT

As a reminder, upon registration for the ExAC, Interns were required to sign the following Confidentiality Agreement as part of the ExAC Registration Form:

CONFIDENTIALITY AGREEMENT & COMPLIANCE REQUIREMENT

I understand that the content of each section of the Examination for Architects in Canada (ExAC) is confidential and subject to Canadian copyright laws.

I agree that I will not divulge any question with respect to the ExAC to any individual or entity.

I agree that I will not participate in developing or delivering formalized ExAC preparation courses or study guides for a period of 5 (five) years after last writing any section of the ExAC.

I understand that the unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of the examination questions, before, during, or after the examination by any method is in violation of law and this Confidentiality Agreement.

A violation of this Agreement can result in civil liability and/or action by the ExAC Committee.

I agree that, in the event that I violate this Confidentiality Agreement, the ExAC Committee may suspend my examination taking privileges, cancel my examination scores, and seek recovery in a court of law for costs and civil damages.

This Agreement does not prevent me from disclosing information related to the ExAC to my Licensing Authority.

I declare that I have read and will adhere to the conditions as set out in the ExAC Preparation Guide.

REFERENCES AND RESOURCES

References/Resources are located on the [ExAC website](#). The list of documents and internet links will assist you in preparing for the ExAC. The CExAC does not guarantee the availability of all cited references and resources.

For further information on remote-proctored exams, please visit the [YAS](#) and [ProctorU](#) websites.

FAQ

1. What happens if I experience technical issues with the Measure or ProctorU platform when signing in for the exam or during the exam?

You can contact ProctorU via live chat through the test page or by phone at 1-855-772-8678, option 1 (in English only). The live proctor will assist you through the troubleshooting process.

2. What happens if my internet connection is unstable or fails completely?

You can contact ProctorU by phone at 1-855-772-8678, option 1 (in English only). In cases where the connection cannot be re-established, you will be able to retake the section(s) at a later time. Specific instructions will be provided in due course.

3. What happens if there is a power outage or if a water pipe breaks in my building, making it impossible for me to finish my exam?

You will be able to retake the section(s) at a later time. Specific instructions will be provided in due course.

4. Can I have a backup computer just in case the one I am using breaks down during the exam?

Yes. Please make sure it meets all the technical requirements in advance. The back-up computer must be turned off and stowed away, out of reach.

5. I already registered for the ExAC last summer. Do I need to rebook my exam? If so, why?

Yes. Booking the exam is necessary in order to create your user account through the Measure platform so that you can take the exam online.

6. Can I use the Quebec Construction Code to prepare for the ExAC or during Section 2 of the exam?

The February 2021 Section 2 of the ExAC is based on the 2015 Edition of the National Building Code of Canada, without the provincial adaptations. If you use a different Code, you do so at your own risk.

7. I do not have a paper copy of the NBC. I only use my electronic copy of the NBC, which I have downloaded on my computer. Can I access it during the exam?

No. You will need to make the necessary arrangements to have a paper copy of the 2015 NBC.

8. Is the February 2021 ExAC based on the 2020 edition of CCDC 2?

The February 2021 ExAC is based on the 2008 edition of CCDC 2.

9. My Licensing Authority informed me that a new Internship in Architecture Program will take effect on January 1st, 2021. Does this have an impact on the February 2021 ExAC or on the next sessions?

The new IAP (2020, 4th edition) does not have an impact on the February 2021 ExAC. Any future changes in the list of references for future sessions of the ExAC will be communicated at a later time on the ExAC website.

10. Can I take the ExAC if I am located in another Canadian province or a foreign country?

Suggested answer: Yes. However, you will need to take into account the difference in time zones.

11. Can I test my equipment before the exam to see if it meets the technical requirements?

Yes. First, please check if your equipment has the minimal or recommended configuration (see the Technical Requirements section). To test your computer's capability, please visit this [link](#).

12. I usually have my headphones on when working on my computer. Can I use them during the online ExAC?

No, unless you have submitted a Special Accommodation request. The live proctoring system requires that you have your microphone turned on during the exam. The proctor must be able to hear all noises in your background, which is more difficult to achieve when a test taker is wearing headphones.

13. My laptop screen is small. I usually plug in an external monitor to the laptop so I can work better. Can I use two monitors at the same time during the exam?

No. You can use only one monitor. If you usually plug in an external monitor to the laptop, bear in mind that the laptop screen must be turned off during the exam. This will cut off access to the integrated webcam and microphone, which means that you will also need to plug in an external webcam and microphone.

14. I have to cancel my registration for the February 2021 ExAC. Does this mean I will be penalized in the number of attempts to successfully pass the exam?

If the February 2021 ExAC would have been your first attempt, your three-year cycle will start with your next registration. If this is your second attempt, you will still have one more attempt to successfully pass all four sections of the ExAC. If the February 2021 was your third attempt, your three-year cycle will be reset at the next sitting of the exam, when you will have to write all sections.

15. Will there be a November 2021 ExAC session? If so, will it also be online and remotely proctored?

The CExAC is working to establish a schedule for the November 2021 ExAC. Following the first online administration of the exam in February 2021, and in light of the public health directives in effect in the fall of 2021, the CExAC will determine the method of delivery of the next session of the ExAC. Further information will follow.

16. If I fail one or several sections at the February 2021 ExAC, can I retake them at the next session?

Yes. Please refer to the Retaking the ExAC section in this document for further information.

17. Due to the COVID-19 pandemic and the prolonged total lockdown, my partner and I will keep working from home, and our two children will be inevitably there too. One of them does online school, the other one is of kindergarten age, but the daycare is closed. Work-life balance is difficult in such circumstances. What happens if my children disrupt me during the exam?

The live proctors are used to such types of situations. Should a child come into your exam environment during your exam, the proctor will put a note in your file.

- 18. Since the beginning of the pandemic, my partner and I have been working from home. We both use our living room as a home office space. Can my partner be working in the same room as me during my exam? I was thinking of separating our desks with a curtain or a room divider.**

No. You will need to be the only person in the room during the exam. You must make the necessary arrangements to be alone in your exam environment.

- 19. My partner and I are both Architectural Interns and we live in the same apartment. Can we both write the ExAC from home and be on the same internet network at the same time during the exam?**

Yes. However, each of you will need to be in a separate room during the exam, and your door must be closed. You must make the necessary arrangements to be alone in your exam environment.

- 20. What action can I take if I feel that the online experience was very difficult for me and negatively impacted my performance?**

You can submit a Request for Review along with a letter explaining the reasons why you think the online ExAC had a negative impact on your performance. The CExAC will review your request and your exam will be scored once again. Please refer to the Requests for Review section in this document for further information.

- 21. How can I provide feedback on my experience with the online ExAC?**

Once you complete the exam, you will be asked to fill out a short survey about your experience with the online ExAC. Please take a few moments to answer the questionnaire.

CONTACT US

If you have any questions about the February 2021 online ExAC, please direct them to one of the National ExAC Co-Administrators:

- In English: Jon Clark, Ontario Association of Architects: exac@oaa.on.ca;
- In French: Elena Harizomenov, Ordre des architectes du Québec: exac@oaq.com.



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