

UC Berkeley Summer Sessions Proctor Guidelines

ASAMST W20AC, Asian American Communities and Race Relations

Proctor Requirements:

- Available to administer the exam on **Thursday, August 9, 2018** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam, answer sheet, and Certificate of Supervised Final Examination
- Access to a computer to allow student to submit the answer sheet electronically. The student may use their own computer.

Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil
- Computer (optional, see above)

Student is NOT Allowed to Bring:

- Books or notes
- Phone or any kind of music players

Instructions for Administering and Returning the Exam

- 1) Print the final exam materials and the Certificate of Supervised Final Examination
- 2) Check the student's photo ID
- 3) Administer the final to the student
 - a) The student has three hours to complete the final exam
- 4) Student should input their answers electronically on [Canvas](#).
 - a. Have the student log in to <http://bcourses.berkeley.edu>
 - b. Verify he has logged into the correct user account
 - c. You can do this by viewing their name on the top right of the screen
 - d. Confirm identification with the student's ID
 - e. Have the student enter the course – Asian American Communities and Race Relations
 - f. Select “Quizzes” in the left navigational menu. Under “Assignment Quizzes” you should be able to select “Final Examination Answer Sheet” so that the student can input the answer and submit
 - g. If the “Final Examination Answer Sheet” is missing email summer_online_support@berkeley.edu or call (510)-664-9898.
 - h. Request student to input the answers and submit
 - i. Completion of the online answer sheet should take place within the 3-hour period.

- 5) Scan and email the Certificate of Supervised Final Examination to summer_online_finals@berkeley.edu
- 6) Upon completion collect BOTH the exam questions and answer sheet from the student
- 7) Wait for confirmation of receipt of the answer sheet before shredding the exam questions and answers

Have Questions?

- Email summer_online_support@berkeley.edu or call 510-664-9898