

UC Berkeley Summer Sessions Proctor Guidelines

W12 "The Planets"
*Department of Earth and Planetary Science, Department of
Astronomy*

Proctor Requirements:

- Available on **Wednesday, August 14, 2020 PT** (any time that day)
- Available 2 hours to administer the exam
- Can print a copy of the final exam and Certificate of Supervised Final Examination
- Can scan to PDF with 300 DPI resolution **or higher** and email the completed exam on the day of the final

Student Needs to Bring on the Day of the Final:

- Photo ID
- Ball-point pen to complete the exam in order to improve the scan quality

Student is NOT Allowed to Bring:

- Books or notes
- Any wireless device (phone, laptop, or other PDA)
- MP3 players and other music players

Instructions for Administering and Returning the Exam

- 1) Download the final exam materials **BEFORE** printing
- 2) Print the final exam and the Certificate of Supervised Final Examination
- 3) Check the student's ID
- 4) Administer the final to the student
 - a. The student has two hours to complete the final exam
- 5) Upon completion collect all final exam materials from the student
- 6) Scan and email the student's written answers and the Certificate of Supervised Final Examination on the day of the final exam
 - a. Save the final exam materials as **STUDENT'S FIRST AND LAST NAME**
- 7) Email to ASTRON_f3a3bl6u3lz87cj7@u.box.com
 - a. In the email subject line put **ASTRON W12 Final – STUDENT NAME**
- 8) Wait for an email response confirming you successfully uploaded the final exam materials
- 9) Keep the final exam materials until **August 19, 2020** before shredding the final exam materials

Have Questions?

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