UC Berkeley Summer Sessions
Proctor Guidelines
CIVENG W30/MECENG W85 – Introduction to Solid Mechanics

Proctor Requirements:

- Available to administer the exam after 10 a.m. PT **August 16, 2019 and completed before 10 a.m. PT on August 17, 2019**
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan and email the completed exam packet on the day of the final

Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil

Student is Allowed to Bring:

- Three sheets of self-prepared notes to the exam. They may write on both sides of the sheets, which may not be larger than 8 1/2 x 11 inches in size (or optionally A4 size).
- Calculator

Student is NOT Allowed to Bring:

- Books
- MP3 players and other music players
- Phones

Instructions for Administering and Returning the Exam

1) Check the student’s photo ID
2) Print the final exam packet and the Certificate of Supervised Final Examination
3) Administer the final to the student
   a. The student has three hours to complete the final exam
4) Upon completion collect the entire exam packet from the student
5) Scan and email the student’s exam packet plus the Certificate of Supervised Final Examination on the day of the final exam
   a. Email to summer_online_finals@berkeley.edu
   b. In the email subject line put **CE W30 Final – STUDENT NAME**
6) Wait for confirmation of receipt of the exam packet before shredding it.

Have Questions?

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