

# 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 14, 2020 and completed before 10 a.m. PT on August 15, 2020**
- 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 the final exam materials 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**
- 6) Email to [CIVENG\\_.or4hfs9dqkjaictl@u.box.com](mailto:CIVENG_.or4hfs9dqkjaictl@u.box.com)
  - a. In the email subject line put **CE W30 Final – STUDENT NAME**
- 7) Wait for an email response confirming you successfully uploaded the final exam materials
- 8) Keep the final exam materials until **August 19, 2020** before shredding the final exam materials

## Have Questions?

- Email [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or call 510-664-9898