UC Berkeley Summer Sessions
Proctor Guidelines
COMLIT W60AC

Proctor Requirements:
- Available to administer the exam on **Friday, August 16, 2019 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can monitor the student during the entire three hours, ensuring they are only taking the exam and not accessing other content in the course or via the Internet
- **Computer: The student is allowed to use their own computer or a computer provided by the proctoring site. They must be able to access Microsoft Word or a similar Word processing software to complete the exam.**

Student Needs to Bring on the Day of the Final:
- Photo ID
- Mobile device (only to be used for Two Step Authentication on Canvas prior to beginning exam)
- Computer (optional, see above)

Student are NOT Allowed to Use During the Exam:
- Books or notes
- Mobile devices or any kind of music players

Instructions for Administering and Returning the Exam
1) Check the student's ID
2) Print the final exam and Certificate of Examination that you received from summer_online_support@berkeley.edu. If you do not have the final exam, email summer_online_support@berkeley.edu or call (510)-664-9898.
3) Administer the final to the student
   a. Have the student open a word processing software
   b. Provide the student the final exam
   c. The student has three hours to complete the final exam
   d. At the end of three hours, have the student stop typing and save their document
4) Have the student log into Canvas and submit the exam
   a. Have the student log into http://bcourses.berkeley.edu
   b. Have student complete Two Factor Authentication with their mobile device
   c. Once logged into Canvas have student put away mobile device prior to beginning exam
   d. Verify they have logged into the correct user account. You can do this by viewing their name on the top right of the screen
   e. Confirm identification with the student's ID

  f. Have the student enter the course – COM LIT W60AC

  g. Select "Assignments" in the left navigational menu. Under "Final Proctored Exam" you should be able to select "Final Exam"

  h. Have the student open the "Final Proctored Exam" assignment and upload their saved word document.

    1. The time it takes to upload the exam does not count toward the allotted three hours.

5) Have the student log out of Canvas

6) Scan and email 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 **COMLIT W60AC Final – STUDENT NAME**

Have Questions?

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