

UC Berkeley Summer Sessions Proctor Guidelines

COMLIT 156AC

Proctor Requirements:

- Available to administer the exam on **Friday, August 14, 2020 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
- **Provide a computer with reliable internet access where the student can take 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)

Student is NOT Allowed to Use During the Final:

- 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) Have the student log into Canvas
 - 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
- 3) Administer the final exam to the student
 - a. Have the student enter the course – COMLIT 156AC
 - b. Select "Quizzes" in the left navigational menu. You should be able to select "Final Exam." If the "Final Exam" is missing, email summer_online_support@berkeley.edu or call (510)-664-9898
 - c. Click the button that says "Take the Quiz"
 - d. Input the access code you received from summer_online_support@berkeley.edu to begin the exam
 - e. The student has three hours to complete the final exam
 - f. At the end of three hours, have the student submit the exam
- 4) Have the student log out of Canvas

Have Questions?

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