

## UC Berkeley Summer Sessions Proctor Guidelines

### *ENERES W100/PUBPOL W184*

#### **Proctor Requirements:**

- Available on **Friday, August 14, 2020 PT** (anytime that day)
- Available 3 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
- Pen or Pencil
- Calculator
  - Any scientific calculator is allowed, as long as it doesn't have wireless capability, and no ability to store notes

#### **Student is NOT Allowed to Bring:**

- Books or notes
- Mobile devices of any kind or music players

#### **Instructions for Administering and Returning the Exam**

- 1) Download the final exam materials **BEFORE** printing
- 2) Print the final exam materials and the Certificate of Supervised Final Examination
- 3) Check the student's photo ID
- 4) Administer the final to the student
  - a. The student has three hours to complete the final exam
- 5) Upon completion, collect all the final exam materials from the student
- 6) 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**
- 7) Email to [ENERES\\_.abwjk38z4ae62eg9@u.box.com](mailto:ENERES_.abwjk38z4ae62eg9@u.box.com)
  - a. In the email subject line put **ENERES W100/PUBPOL W184 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](mailto:summer_online_support@berkeley.edu) or call 510-664-9898