

FINAL EXAM PROCTORS

Final exams can be proctored instead of taking it on campus. You will need to find a local proctoring center, and you will be responsible for any fees they may charge for this service.

Our office will review your proctor selection, and ensure the proctoring center has the proper authorization and support for you.

Please contact your Program Coordinator with any questions. Tracie Allen Littlejohn at 510-664-9898 or twgallen@berkeley.edu.

1

Search for a proctor.

You can:

- Choose a pre-approved proctor, or
- Find your own proctor [here](#) and submit the [proctor application](#) to your Program Coordinator.

Proctors are typically testing centers, high school or college/university faculty or administrators, or consular or embassy offices. Your employer may not serve as your proctor.



2

Confirm your proctor.

Complete the [proctor application](#) at least one month prior to your final exam.

Your Program Coordinator will send you a confirmation email to approve your requested proctor.



3

Reserve your exam date.

As soon as your proctor is approved, contact them to reserve the date and time for your final exam. Students are responsible for all arrangements and fees connected to exam proctoring.

On the day of the exam, remember to bring an official ID with you.

