

UC Berkeley Summer Sessions Proctor Guidelines

MATH W53 – Multivariable Calculus

Proctor Requirements:

- Available to administer the exam after **Noon PT on Thursday, August 13, 2020 and completed before Noon PT on August 14, 2020**
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan 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

Student is NOT Allowed to Bring:

- Books or notes
- Electronic devices of any kind

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**
 - b. If the scratch paper used contains work that the student wants graded, scan and email as well
 1. Student needs to clearly label and write their name on each page
- 7) Email to MATH_W5.u0isyrd1kinaj3yo@u.box.com
 - a. In the email subject line put **MATH W53 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 or call 510-664-9898