Proctor Guidelines

Proctor Requirements:
- Available to administer the exam on July 3, 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
- 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)

Students are NOT Allowed to Use During the Final:
- Books or notes
- Mobile devices or any kind of music player

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 – MCELLBI W61
   b. Select “Quizzes” in the left navigational menu. You should be able to select “Final Exam.” If the final 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