UC Berkeley Summer Sessions
Proctor Guidelines
NUSCTX W104

Proctor Requirements:
- Available to administer the exam on **August 12, 2020 PT** (anytime that day)
- Available 2 hours to administer the exam
- Can monitor the student during the entire 2 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 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 – NUSCTX W104
   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_suport@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 two hours to complete the final exam
   f. At the end of two 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