

# UC Berkeley Summer Sessions Proctor Guidelines

## *POLSCI W145A*

### **Proctor Requirements:**

- Available to administer the exam on **August 12, 2020 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)

### **Student is NOT Allowed to Use 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 – POLSCI W145A
  - 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\\_support@berkeley.edu](mailto: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](mailto: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](mailto:summer_online_support@berkeley.edu) or call 510-664-9898