UC Berkeley Summer Sessions
Proctor Guidelines
CE W30/ME W85 – Introduction to Solid Mechanics

Proctor Requirements:

- Available to administer the exam on **August 12, 2016 from 10 a.m. – 1p.m. PST**
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan and email the completed exam packet on the day of the final

Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil

Student is Allowed to Bring:

- Three sheets of self-prepared notes to the exam. They may write on both sides of the sheets, which may not be larger than 8 1/2 x 11 inches in size (or optionally A4 size).

Student is NOT Allowed to Bring:

- Books
- MP3 players and other music players
- Phones
- Calculators

Instructions for Administering and Returning the Exam

1) Check the student’s photo ID
2) Print the final exam packet and the Certificate of Supervised Final Examination
3) Administer the final to the student
   a) The student has three hours to complete the final exam
4) Upon completion collect the entire exam packet from the student
5) Scan and email the student’s exam packet plus the Certificate of Supervised Final Examination on the day of the final exam
   a) Email to Tracie Allen at summer_online_finals@berkeley.edu
   b) In the email subject line put CE W30 Final – STUDENT NAME
6) Wait for confirmation of receipt of the exam packet before shredding it

Have Questions?

- Contact Tracie Allen at twgallen@berkeley.edu or 510-664-9898