Proctor Requirements

- Available to administer the exam on **August 12, 2016 PST** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam and answer sheet
- Access to a computer to allow student to submit the answer sheet electronically

Student Needs to Bring on the Day of the Final

- Photo ID
- Pen or Pencil

Student is NOT Allowed to Bring

- Books or notes
- Wireless devices, laptops, or other PDAs
- MP3 players and other music players

Instructions for Administering and Returning the Exam

1) Check the student’s photo ID
2) Print the final exam materials 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) Once the student completes the final they will need to input their answers electronically on Canvas.
   a) Have the student log in to http://bcourses.berkeley.edu
   b) Verify he has logged into the correct user account
   c) You can do this by viewing their name on the top right of the screen
   d) Confirm identification with the student’s ID
   e) Have the student enter the course – General Psychology
   f) Select “Quizzes” in the left navigational menu. Under “Assignment Quizzes” you should be able to select “Final Examination Answer Sheet” so that the student can input the answer and submit
   g) If the “Final Examination Answer Sheet” contact Tracie
   h) Request student to input the answers and submit
5) Upon completion collect BOTH the exam questions and answer sheet from the student
6) Wait for confirmation of receipt of the answer sheet before shredding the exam questions and answers.
a) You will receive an email from Tracie Allen verifying receipt within 24-48 hours

**Have Questions?**

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