UC Berkeley Summer Sessions
Proctor Guidelines

STAT W21 – Introductory Probability & Statistics for Business

Proctor Requirements:

- Available to administer the exam on **August 11, 2016 at 10 a.m.–1 p.m. PST**
- Available 3 hours to administer the exam
- Can print a copy of the final exam and answer sheet
- Can scan and email the completed final and answer sheet 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:

- Two pages of notes, front and back
  - Four sides, typed or handwritten
- Calculator
  - Any scientific calculator is allowed, as long as it doesn’t have wireless capability, and no ability to store notes

Student is NOT Allowed to Bring:

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

Instructions for Administering and Returning the Exam

1) Print the final exam materials and the Certificate of Supervised Final Examination
2) Administer the final to the student
   a) The student has three hours to complete the final exam
3) Upon completion collect BOTH the exam questions and answer sheet from the student
4) Scan and email the student’s exam, answer sheet and the Certificate of Supervised Final Examination on the day of the final exam
   a) Email to Tracie Allen at [summer_online_finals@berkeley.edu](mailto:summer_online_finals@berkeley.edu)
   b) In the email subject line put **STAT W21 Final – STUDENT NAME**
5) Wait for confirmation of receipt of the final exam, then shred the exam questions and answers.

Have Questions?

- Contact Tracie Allen at [twgallen@berkeley.edu](mailto:twgallen@berkeley.edu) or 510-664-9898