

# UC Berkeley Summer Sessions

## Proctor Guidelines

*CE W30/ME W85 – Introduction to Solid Mechanics*

### Proctor Requirements:

- Available to administer the exam on **10 a.m. PT on August 10, 2018 and completed before 10 a.m. PT on August 10, 2018.**
- 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).
- Calculator

### Student is NOT Allowed to Bring:

- Books
- MP3 players and other music players
- Phones

### 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 [summer\\_online\\_finals@berkeley.edu](mailto: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?

- Email [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or call 510-664-9898