

# UC Berkeley Summer Sessions

## Proctor Guidelines

*MCB W61 – Brain, Mind and Behavior*

### Proctor Requirements:

- Available to administer the exam on **Wednesday, June 28, 2017 PT** (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 – Brain, Mind and Behavior
  - 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" is missing contact Tracie Allen at [twgallen@berkeley.edu](mailto:twgallen@berkeley.edu) or (510)-664-9898.
  - 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](mailto:twgallen@berkeley.edu) or 510-664-9898