

UC Berkeley Summer Sessions

Proctor Guidelines

MCB W61 – Brain, Mind and Behavior

Proctor Requirements:

- Available to administer the exam on **Wednesday, June 27, 2018 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam, answer sheet & Certificate of Supervised Final Examination
- Can scan and email the Certificate of Supervised Final Examination
- 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) Print the final exam materials and the Certificate of Supervised Final Examination
- 2) Check the student's photo ID
- 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 email summer_online_support@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) Scan and email the Certificate of Supervised Final Examination to summer_online_support@berkeley.edu
- 7) Wait for confirmation of receipt of the answer sheet before shredding the exam questions and answers

Have Questions?

- Email summer_online_support@berkeley.edu or call 510-664-9898