

UC Berkeley Summer Sessions

Proctor Guidelines

AAS 111 – Race, Class, Gender

Proctor Requirements:

- Available to administer the exam on **Thursday, August 10, 2017 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan and email the completed exam on the day of the final
- Provide paper to the student to take the exam

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 and the Certificate of Supervised Final Examination
- 3) Give paper to the student to take the exam
- 4) Administer the final to the student
 - a) The student has three hours to complete the final exam
- 5) Upon completion collect BOTH the final exam and answer sheet from the student
- 6) Scan and email the student's 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
 - b) In the email subject line put **AAS 111 Final - STUDENT NAME**
- 7) Wait for confirmation of receipt of the final exam before shredding the exam questions and answers.

Have Questions?

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