

UC Berkeley Summer Sessions

Proctor Guidelines

W12 "The Planets"

Department of Earth and Planetary Science, Department of Astronomy

Proctor Requirements:

- Available on **Wednesday, August 9, 2017 PT** (any time that day)
- Available 2 hours to administer the exam
- Can print a copy of the final exam
- Can scan to PDF with 300 DPI resolution and email the completed exam on the day of the final

Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil

Student is NOT Allowed to Bring:

- Books or notes
- Any wireless device (phone, laptop, or other PDA)
- MP3 players and other music players

Instructions for Administering and Returning the Exam

- 1) Check the student's ID
- 2) Print the final exam and the Certificate of Supervised Final Examination
- 3) Administer the final to the student
 - a) The student has two hours to complete the final exam
- 4) Upon completion collect all final exam materials from the student
- 5) Scan and email the student's written answers 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 **ASTRO W12 Final – STUDENT NAME**
- 6) Wait for confirmation of receipt before shredding the exam questions and answers.

Have Questions?

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