

UC Berkeley Summer Sessions Proctor Guidelines

W12 "The Planets"

*Department of Earth and Planetary Science, Department of
Astronomy*

Proctor Requirements:

- Available on **Wednesday, August 8, 2018 PT** (any time that day)
- Available 2 hours to administer the exam
- Can print a copy of the final exam and Certificate of Supervised Final Examination
- Can scan to PDF with 300 DPI resolution or higher 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) Print the final exam and the Certificate of Supervised Final Examination
- 2) Check the student's ID
- 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 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?

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