UC Berkeley Summer Sessions
Proctor Guidelines
COM LIT W60AC

Proctor Requirements:

- Available to administer the exam on **Thursday, August 9, 2018 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 student to take exam
- Optional: **Computer- the student is allowed to use Microsoft Word to type exam instead of a hand-written exam**

Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil
- Computer (optional, see above)

Student is NOT Allowed to Bring:

- Books or notes
- Phone or any kind of 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) Administer the final to the student
   a. The student has three hours to complete the final exam

Exam Taken on Paper:
1) Give paper to student to take the exam
2) Upon completion collect BOTH the final exam and answer sheet from the student
3) 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 summer_online_finals@berkeley.edu
   b. In the email subject line put **COM LIT W60AC Final – STUDENT NAME**
4) Wait for confirmation of receipt before shredding the exam questions and answers.

Exam Taken on a Computer:
4) Have the student log into 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 – "Boroughs & Barrios: Moving in & through New York City and Los Angeles
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 at summer_online_suport@berkeley.edu or (510)-664-9898.
h. Request student to input the answers and submit
5) Upon completion collect the final exam from the student
6) Scan and email the Certificate of Supervised Final Examination to summer_online_suport@berkeley.edu

Have Questions?

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