

# UC Berkeley Summer Sessions

## Proctor Guidelines

*MATH W53 – Multivariable Calculus*

### Proctor Requirements:

- Available to administer the exam **after noon PT on August 10, 2017 and completed before noon PT on August 11, 2017**
- 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

### Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil

### Student is NOT Allowed to Bring:

- Books or notes
- Electronic devices of any kind

### Instructions for Administering and Returning the Exam

- 1) Check the student's photo ID
- 2) Download the final exam materials **BEFORE** printing
- 3) Print the final exam materials and the Certificate of Supervised Final Examination
- 4) Administer the final to the student
  - a) The student has three hours to complete the final exam
- 5) Upon completion, collect all the final exam materials from the student
- 6) Scan and email the student's final exam materials and the Certificate of Supervised Final Examination on the day of the final exam
  - a) If the scratch paper used contains work that the student wants graded, scan and email as well
    - i) Student needs to clearly label and write their name on each page
- 7) Email to Tracie Allen at **summer\_online\_finals@berkeley.edu**
  - a) In the email subject line put **MATH W53 Final – STUDENT NAME**
- 8) 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](mailto:twgallen@berkeley.edu) or 510-664-9898