

# UC Berkeley Summer Sessions

## Proctor Guidelines

*NUSCTX W104*

*Food, Culture, and the Environment AC*

### Proctor Requirements:

- Available to administer the exam **after 8 a.m. on Wednesday, August 8, 2018 and completed before 8 a.m. PT on August 9, 2018**
- Available 2 hours to administer the exam
- Can print a copy of the final exam & Certificate of Supervised Final Examination
- Can scan and email the Certificate of Supervised Final Examination
- Access to a computer to allow student to submit answers electronically

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

- Photo ID

### 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 two hours to complete the final exam
- 4) Have the student log into [Canvas](#)
  - b. Have the student log in to <http://bcourses.berkeley.edu>
  - c. Verify he has logged into the correct user account
  - d. You can do this by viewing their name on the top right of the screen
  - e. Confirm identification with the student's ID
  - f. Have the student enter the course – Food, Culture, and the Environment
  - g. 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
  - h. If the “Final Examination Answer Sheet” is missing email at [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or (510)-664-9898.
  - i. 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\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu)

### Have Questions?

- Email [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or call 510-664-9898