

UC Berkeley Summer Sessions

Proctor Guidelines

PHILOS W12A

Proctor Requirements:

- Available on **Wednesday, August 8, 2018 PT** (anytime that day)
- Available 3 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
- Electronic devices of any kind

Instructions for Administering and Returning the Exam

- 1) Download the final exam materials **BEFORE** printing
- 2) Print the final exam materials and the Certificate of Supervised Final Examination
- 3) Check the student's photo ID
- 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
 1. 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 **PHILOS W12A Final – STUDENT NAME**
- 8) Wait for confirmation of receipt of the final exam, before shredding the exam questions and answers

Have Questions?

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