UC Berkeley Summer Sessions
Proctor Guidelines
PS W145A – Understanding Political Development in India

Proctor Requirements:
- Available to administer the exam on **Wednesday, August 8, 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

Student Needs to Bring on the Day of the Final:
- Photo ID
- Pen or Pencil

Student is NOT Allowed to Bring:
- Books or notes
- Wireless devices, laptops, or other PDAs
- 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 photo ID
3. Give paper to the student to take the exam
4. Administer the final to the student
   a. The student has three hours to complete the final exam
5. Upon completion collect BOTH the final exam and answer sheet from the student
6. Scan and email the student's answer sheet and the Certificate of Supervised Final Examination on the day of the final exam
7. Email to summer_online_finals@berkeley.edu
8. In the email subject line put **PS W145A Final – STUDENT NAME**
9. 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