

UC Berkeley Summer Sessions
Proctor Guidelines - 2017
PSYC W1 – General Psychology

Proctor Requirements

- Available to administer the exam on **August 11, 2017 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam and answer sheet
- Access to a computer to allow student to submit the answer sheet electronically

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) Check the student's photo ID
- 2) Print the final exam materials 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
- 4) Once the student completes the final they will need to input their answers electronically on [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 – General Psychology
 - 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 contact Tracie Allen at twgallen@berkeley.edu or (510)-664-9898.
 - h) Request student to input the answers and submit
- 5) Upon completion collect BOTH the exam questions and answer sheet from the student
- 6) Wait for confirmation of receipt of the answer sheet before shredding the exam questions and answers.

- a) You will receive an email from Tracie Allen verifying receipt within 24-48 hours

Have Questions?

- Contact Tracie Allen at twgallen@berkeley.edu or 510-664-9898