Proctor Requirements

- Available to administer the exam on **August 10, 2018 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam, answer sheet and Certificate of Supervised Final Examination
- 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) Print the final exam materials and the Certificate of Supervised Final Examination

2) Check the student’s photo ID

3) Administer the final to the student
   a) The student has three hours to complete the final exam

4) Student should input their answers electronically on Canvas.
   a. Have the student log in to [http://bcourses.berkeley.edu](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 email [summer_online_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or call (510)-664-9898.
   h. Request student to input the answers and submit
   i. Completion of the online answer sheet should take place within the 3-hour period.

5) Scan and email the Certificate of Supervised Final Examination to [summer_online_finals@berkeley.edu](mailto:summer_online_finals@berkeley.edu)
6) Upon completion collect BOTH the exam questions and answer sheet from the student
7) Wait for confirmation of receipt of the answer sheet before shredding the exam questions and answers

**Have Questions?**

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