UC Berkeley Summer Sessions
Proctor Guidelines - 2018
PSYC W1 – General Psychology

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 and Certificate of Supervised Final Examination
- Access to a computer to allow student to submit the final exam answer sheet electronically

Student Needs to Bring on the Day of the Final

- Photo ID

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 Certificate of Supervised Final Examination
2) Administer the final to the student
   a) The student has three hours to complete the final exam
3) Students should take their exam on [Canvas](http://bcourses.berkeley.edu)
   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” so that the student can take their exam. While taking the exam on Canvas students should remain only on this website.
   g. If the “Final Examination” 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 final exam should take place within the 3-hour period.
4) Scan and email the Certificate of Supervised Final Examination to [summer_online_finals@berkeley.edu](mailto:summer_online_finals@berkeley.edu)
Have Questions?

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