

# UC Berkeley Summer Sessions

## Proctor Guidelines

*STAT W21 – Introductory Probability & Statistics for Business*

### Proctor Requirements:

- Available to administer the exam on **August 9, 2018 from 5 p.m.–8 p.m. PT**
- Available 3 hours to administer the exam
- Can print a copy of the final exam, answer sheet and Certificate of Supervised Final Examination
- Can scan and email the 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 Allowed to Bring:

- Two pages of notes, front and back
  - Four sides, typed or handwritten
- Calculator
  - Any scientific calculator is allowed, as long as it doesn't have wireless capability, and no ability to store notes

### Student is NOT Allowed to Bring:

- Books
- Wireless devices, laptops, phones, 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) 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 – Introductory Probability and Statistics for Business
  - 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
- 5) Upon completion collect BOTH the exam questions and answer sheet from the student
- 6) Scan and email the Certificate of Supervised Final Examination to [summer\\_online\\_finals@berkeley.edu](mailto:summer_online_finals@berkeley.edu)
- 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](mailto:summer_online_support@berkeley.edu) or call 510-664-9898