UC Berkeley Summer Sessions
Proctor Guidelines
STAT W21 – Introductory Probability & Statistics for Business

Proctor Requirements:

• Available to administer the exam on **August 9, 2018 (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
• 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
  o Four sides, typed or handwritten
• Calculator
  o 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](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 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
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