

UC Berkeley Summer Sessions

Proctor Guidelines

STAT W21 – Introductory Probability & Statistics for Business

Proctor Requirements:

- Available to administer the exam **after 5 p.m. PT on August 9, 2018 and completed before 5 p.m. PT on August 10, 2018**
- 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) 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 – 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) 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?

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