

UC Berkeley Summer Sessions

Proctor Guidelines

Theater 117AC

Proctor Requirements:

- Available to administer the exam on **Thursday, August 9 2018 from 10 a.m. – 1p.m. 2018 PT**
- Available 3 hours to administer the exam
- Can print a copy of the final exam & Certificate of Supervised Final Examination
- Can scan and email the Certificate of Supervised Final Examination
- Optional: **Computer- the student is allowed to use Microsoft Word to type exam instead of a hand-written exam**

Student Needs to Bring on the Day of the Final:

- Photo ID
- Computer (optional, see above)

Student is NOT Allowed to Bring:

- Books or notes
- Phone or any kind of music players

Instructions for Administering and Returning the Exam

- 1) Check the student's photo ID
- 2) Print the final exam and the Certificate of Supervised Final Examination
- 3) Administer the final to the student

The student has three hours to complete the final exam

- 4) Have the student log into [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 – “Staging Race in California”
 - 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 at summer_online_support@berkeley.edu or (510)-664-9898
 - h. Request student to input the answers and submit
- 5) Upon completion collect the final exam from the student
- 6) Scan and email the Certificate of Supervised Final Examination to summer_online_support@berkeley.edu

Have Questions?

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