

UC Berkeley Summer Sessions Proctor Guidelines

THEATER 118AC (Department of Theater, Dance & Performance Studies)

Proctor Requirements:

- Available to administer the exam on **Wednesday, August 9, 2017 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan and email the completed exam on the day of the final
- Provide paper to student to take exam
- 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
- Pen or Pencil
- Computer (optional, see above)

Student is NOT Allowed to Bring:

- Books or notes
- MP3 players and other music players

Instructions for Administering and Returning the Exam

- 1) Check the student's ID
- 2) Print the final exam and the Certificate of Supervised Final Examination
- 3) Give paper to student to take the exam OR allow the student to type their answer on a computer
- 4) Administer the final to the student
 - a) The student has three hours to complete the final exam
- 5) Upon completion collect BOTH the final exam and answer sheet from the student
- 6) Scan and email the student's answer sheet and the Certificate of Supervised Final Examination on the day of the final exam
 - a) Email to Tracie Allen at summer_online_finals@berkeley.edu
 - b) In the email subject line put **Theater 118AC Final – STUDENT NAME**
- 7) Wait for confirmation of receipt before shredding the exam questions and answers.

Have Questions?

- Contact Tracie Allen at twgallen@berkeley.edu or 510-664-9898