

# UC Berkeley Summer Sessions

## Proctor Guidelines

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

### Proctor Requirements:

- Available to administer the exam on **TBD** (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) Print the final exam and the Certificate of Supervised Final Examination
- 2) Check the student's ID
- 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 [summer\\_online\\_finals@berkeley.edu](mailto: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?

- Email [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) or call 510-664-9898