

# UC Berkeley Summer Sessions

## Proctor Guidelines

### *UGBA W102A*

#### Proctor Requirements:

- Available on **Friday, June 29, 2018 PT** (anytime that day)
- Available 3 hours to administer the exam
- Can print a copy of the final exam and Certificate of Supervised Final Examination
- Can scan to PDF with 300 DPI resolution or higher and email the completed exam on the day of the final

#### Student Needs to Bring on the Day of the Final:

- Photo ID
- Pen or Pencil
- Calculator
  - Any 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 or notes
- Electronic devices of any kind

#### Instructions for Administering and Returning the Exam

- 1) Download the final exam materials **BEFORE** printing
- 2) Print the final exam materials and the Certificate of Supervised Final Examination
- 3) Check the student's photo I
- 4) Administer the final to the student
  - a. The student has three hours to complete the final exam
- 5) Upon completion, collect all the final exam materials from the student
- 6) Scan and email the student's final exam materials and the Certificate of Supervised Final Examination on the day of the final exam
  - a. If the scratch paper used contains work that the student wants graded, scan and email as well
    1. Student needs to clearly label and write their name on each page
- 7) Email to Tracie Allen at [summer\\_online\\_finals@berkeley.edu](mailto:summer_online_finals@berkeley.edu)
  - a) In the email subject line put **UGBA W102A Final – STUDENT NAME**
- 8) Wait for confirmation of receipt of the final exam, 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