

Steps to Secure a Proctor for Your Course

If you are unable to make it on campus for the final you have the option to take it under the supervision of a proctor. Follow the steps below to learn how to secure a proctor.

To apply to take your final off-campus you must submit a proctor application by **(Session A) June 12, 2020**, **(Session C) July 17, 2020** and **(Session D) July 24, 2020**.

- [AFRICAM 125AC Proctor Application](#)
- [AFRICAM W111 Proctor Application](#)
- [ASAMST W20AC Proctor Application](#)
- [ASTRO W12 / EPS W12 Proctor Application](#)
- [CIVENG W30 / MECENG W85 Proctor Application](#)
- [COMLIT 156AC Proctor Application](#)
- [COMLIT W60AC Proctor Application](#)
- [ENERES W100/ PUBPOL W184 Proctor Application](#)
- [MATH W53 Proctor Application](#)
- [MCELLBI W61 Proctor Application](#)
- [NUSCTX W104 Proctor Application](#)
- [PHILOS W12A Proctor Application](#)
- [POLSCI W3 Proctor Application](#)
- [POLSCI W135 Proctor Application](#)
- [POLSCI W145A Proctor Application](#)
- [PSYCH W1 Proctor Application](#)
- [STAT W21 Proctor Application](#)
- [UGBA W102A Proctor Application](#)

Step 1: Review the Proctor Guidelines

Review the Proctor Guidelines for your course to confirm the date and time you must schedule your final exam.

- [ASTRON W12 / EPS W12 Proctor Guidelines](#)
- [AFRICAM W111 Proctor Guidelines](#)
- [AFRICAM 125AC Proctor Guidelines](#)
- [ASAMST W20AC Proctor Guidelines](#)
- [CIVENG W 30 / MECENG W85 Proctor Guidelines](#)
- [CIVENG W30 / MECENG W85 Proctor Guidelines Outside the U.S.](#)
- [COM LIT W60AC Proctor Guidelines](#)
- [COM LIT 156AC Proctor Guidelines](#)
- [ENERES W100 / PUBPOL W184 Proctor Guidelines](#)
- [MATH W53 Proctor Guidelines](#)
- [MATH W53 Proctor Guidelines Outside the U.S.](#)

- [MCELLBI W61 Proctor Guidelines](#)
- [NUSCTX W104 Proctor Guidelines](#)
- [PHILOS W12A Proctor Guidelines](#)
- [POLSCI W3 Proctor Guidelines](#)
- [POLSCI W135 Proctor Guidelines](#)
- [POLSCI W135 Proctor Guidelines Outside the U.S.](#)
- [POLSCI W145A Proctor Guidelines](#)
- [PSYCH W1 Proctor Guidelines](#)
- [STAT W21 Proctor Guidelines](#)
- [UGBA W102A Proctor Guidelines](#)

Step 2: Choose a Proctor

You may have your exam proctored by one of the following in your area:

- A professional or school testing center
 - Look to see if there are any [pre-approved sites](#) in your area.
 - The [National Testing Center Association \(NTCA\)](#) may also offer possible options in your area.
 - Note: The NTCA is an external site and is not affiliated with UC Berkeley.
- High school principal or administrator
- College or university faculty member or administrator
- U.S. Embassy, Consular Officer or Educations office staff (if you live overseas)
- Military chaplain or education officer (if you serve in the armed forces)

Under no circumstances can a family member, direct supervisor or tutor serve as a proctor.

Step 3: Contact Proctor

- Contact your chosen proctor to get information about hours, fees and other requirements
 - Confirm they have the required day and time available to take your exam
 - You are responsible for all arrangements and fees connected to exam proctoring
 - Costs vary depending on the center or proctor selected. Fees are typically \$25-50 per exam, but can be as high as \$250

Step 4: Submit a Proctor Application

- Once you pick a proctor you will need to submit a proctor application.
 - Remember it must be submitted by **(Session A) June 12, 2020**, **(Session C) July 17, 2020** and **(Session D) July 24, 2020**
- Your Online Learning Support Specialist will contact the proctor to verify the authenticity of the service/proctor and to coordinate the testing process

Step 5: Communicate Your Scheduled Exam Time

- Once your Online Learning Support Specialist notifies you that your proctor is approved, contact your proctor to schedule your exam
- Inform your GSI that you've scheduled your exam by completing the **Confirm Final Exam date and Time** survey
- Note that you must complete the **Confirm Final Exam Date and Time** survey two weeks prior to your Final Exam; **you will not be able to access course materials for the last two weeks of your course until you complete this survey**

Step 6: Take Your Final

- On the designated day/time, students go to their proctoring site and take their exam, with the proctor in attendance.
- Arriving late or failure to show up at the designated exam time may result in not receiving a grade for the final
- Students are encouraged to plan accordingly so that they have plenty of time to travel, park, and arrive at the site early. In the event of an emergency, students must notify the proctor immediately
- **If your final exam is administered via bCourses (check proctor guidelines for your course if applicable) using a computer provided by your proctor, you will need to bring your CalNet ID and passphrase, as well as the device you use for two-factor authentication.**

Questions?

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