

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, 2017** and **(Session C) July 14, 2017**.

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.

- [AAS W111 Proctor Guidelines](#)
- [ASTRO/EPS W12 Proctor Guidelines](#)
- [PS W145A Proctor Guidelines](#)
- [PS W135 Proctor Guidelines](#)
- [PS W135 Proctor Guidelines \(outside of the U.S.\)](#)
- [PSYC W1 Proctor Guidelines](#)
- [MCB W61 Proctor Guidelines](#)
- [MATH W53 Proctor Guidelines](#)
- [MATH W53 Proctor Guidelines \(outside of the U.S.\)](#)
- [STAT W21 Proctor Guidelines \(outside of the U.S.\)](#)
- [STAT W21 Proctor Guidelines](#)
- [Theater 118AC 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
 - You can email your Online Learning Support Specialist to see if there are any pre-approved sites in your area at summer_online_support@berkeley.edu.
 - 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, 2017** and **(Session C) July 14, 2017**
- 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: Email your Online Learning Support Specialist

- Once your Online Learning Support Specialist contacts you about your proctor being approved, contact your proctor to schedule your exam
- Email your Online Learning Support Specialist the scheduled date and time of your exam

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
- The proctor will return the completed exam to your Online Learning Support Specialist.
- Exams returned by students or others outside of the proctoring center will not be accepted

Questions?

Contact your Online Learning Support Specialist, Tracie Allen, at (510)-664-9898 or summer_online_support@berkeley.edu.