

## 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 8, 2018**, **(Session C) July 13, 2018** and **(Session D) July 20, 2018**.

[Proctor Application One](#) for:

- AFRICAM W125AC
- MCB W61
- NUSCTX W104
- PS W135
- PS W145A
- STAT W21

[Proctor Application Two](#) for:

- AFRICAM W111
- CE W30 / ME W85
- COM LIT 60AC
- PHILOS W12A
- THEATER 118AC
- UGBA W102A

[Proctor Application Three](#) for:

- ASAMST W20AC
- ASTRO W12 / EPS W12
- MATH W53
- PSYCH W1
- THEATER 117AC

### 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.

- [AFRICAM W111 Proctor Guidelines](#)
- [AFRICAM 125AC Proctor Guidelines](#)
- [ASAMST W20AC Proctor Guidelines](#)
- [ASTRON W12/ EPS W12 Proctor Guidelines](#)
- [CE W30/ ME W85 Proctor Guidelines](#)
- [CE W30/ ME W85 Proctor Guidelines Outside the U.S.](#)
- [COM LIT W60AC Proctor Guidelines](#)

- [MATH W53 Proctor Guidelines](#)
- [MATH W53 Proctor Guidelines Outside the U.S.](#)
- [MCB W61 Proctor Guidelines](#)
- [NUSCTX W104 Proctor Guidelines](#)
- [NUSCTX W104 Proctor Guidelines Outside of the U.S.](#)
- [PHILOS W12 Proctor Guidelines](#)
- [PSYCH W1 Proctor Guidelines](#)
- [PS W135 Proctor Guidelines](#)
- [PS W135 Proctor Guidelines Outside the U.S.](#)
- [PS W145A Proctor Guidelines](#)
- [THEATER 117AC Proctor Guidelines](#)
- [THEATER 117AC Proctor Guidelines Outside the U.S.](#)
- [THEATER 118AC 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 8, 2018, (Session C) July 13, 2018** and **(Session D) July 20, 2018**
- 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?**

Email [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu).