UC Berkeley Summer Sessions
Proctor Guidelines
UGBA W102A

Proctor Requirements:
- Available on **Wednesday, July 1, 2020 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 ID
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 the final exam materials and the Certificate of Supervised Final Examination on the day of the final exam
   a. Save the final exam materials as: **STUDENT'S FIRST AND LAST NAME**
   b. 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 UGBA_W1.ddss9lf9kodkjaz0@u.box.com
   a. In the email subject line put **UGBA W102A Final – STUDENT NAME**
8) Wait for an email response confirming you successfully uploaded the final exam materials
9) Keep the final exam materials until **July 9, 2020** before shredding the final exam materials

Have Questions?

- Email summer_online_support@berkeley.edu or call 510-664-9898