Your final exams can be proctored instead of taking it on campus. You will need to find a local proctoring center, and you will be responsible for any fees they may charge for this service.

Our office will review your proctor selection, and ensure the proctoring center has the proper authorization and support for you.

Please contact your Online Learning Support Specialist with any questions. Tracie Allen-twgallen@berkeley.edu.

1. **Search** for a proctor.
   - Choose a pre-approved proctor, or
   - Find your own proctor and submit the proctor application to your Online Learning Support Specialist.

   Proctors are typically testing centers, high school or college/university faculty or administrators, or consular or embassy offices. Your employer may not serve as your proctor.

2. **Confirm** your proctor.
   - Complete the proctor application at least one month prior to your final exam.
   - Your Online Learning Support Specialist will send you a confirmation email to approve your requested proctor.

3. **Reserve** your exam date.
   - As soon as your proctor is approved, contact them to reserve the date and time for your final exam. Students are responsible for all arrangements and fees connected to exam proctoring.
   - On the day of the exam, remember to bring an official ID with you.