Proctor Guidelines
CE W30/ME W85 – Introduction to Solid Mechanics

Proctor Requirements:

- Available to administer the exam after 10 a.m. PST on August 14, 2015 and completed before 10 a.m. PST on August 15, 2015.
- Available 3 hours to administer the exam
- Can print a copy of the final exam
- Can scan 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

Student is Allowed to Bring:

- Three sheets of self-prepared notes to the exam. They may write on both sides of the sheets, which may not be larger than 8 1/2 x 11 inches in size (or optionally A4 size).

Student is NOT Allowed to Bring:

- Books or notes
- MP3 players and other music players

Instructions for Administering and Returning the Exam

1. Print the final exam and the Certificate of Supervised Final Examination
2. Give paper to student to take exam OR allow student to type answer on computer
3. Administer the final to the student
   a. The student has three hours to complete the final exam
4. Upon completion collect BOTH the final exam and answer sheet from the student
5. Scan and email the student’s answer sheet and the Certificate of Supervised Final Examination on the day of the final exam
   a. Email to Tracie Allen Littlejohn at summer_online_finals@berkeley.edu
   b. In the email subject line put CE W30 Final – STUDENT NAME
6. Wait for confirmation of receipt of the final exam, then shred the exam questions and answers.

Have Questions?

- Contact Tracie Allen Littlejohn at twgallen@berkeley.edu or 510-664-9898