Proctor Guidelines

THEATER 118AC (Department of Theater, Dance & Performance Studies)

Proctor Requirements:
• Available to administer the exam on Wednesday, August 10, 2016 PST (anytime that day)
• 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
• Provide paper to student to take exam
• Optional: Computer - the student is allowed to use Microsoft Word to type exam instead of a hand-written exam

Student Needs to Bring on the Day of the Final:
• Photo ID
• Pen or Pencil
• Computer (optional, see above)

Student is NOT Allowed to Bring:
• Books or notes
• MP3 players and other music players

Instructions for Administering and Returning the Exam
1) Check the student’s ID
2) Print the final exam and the Certificate of Supervised Final Examination
3) Give paper to student to take the exam OR allow the student to type their answer on a computer
4) Administer the final to the student
   a) The student has three hours to complete the final exam
5) Upon completion collect BOTH the final exam and answer sheet from the student
6) 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 at summer_online_finals@berkeley.edu
   b) In the email subject line put Theater 118AC Final – STUDENT NAME
7) Wait for confirmation of receipt before shredding the exam questions and answers.

Have Questions?
• Contact Tracie Allen at twgallen@berkeley.edu or 510-664-9898