Confirming Final Exam Information

This Document will teach you how to confirm your final exam information. In certain instances you may be able to change your final exam type in the future, but not all exam types can be changed once confirmed.

1. Visit www.law.berkeley.edu

2. Click “For Faculty & Staff” button. A menu will appear below it.

3. Click “More links”. The “Resources for Faculty and Staff” page will appear.

4. Click “Final Exam Confirmation” under Courses and Teaching. The Exam Confirmation page will appear with your current courses listed.

5. Click “View non confirmed/ incorrect entries”.

6. Click “Final Exam Type” drop down menu

7. Select exam type.

8. If your exam is a paper Click the Final Paper Length drop down menu.

9. Select if paper must be over 30 pages.

10. Click “Confirm”.

11. Return to step 6 for each course until all exams are confirmed.

12. You are done!