

**ServSafe Food Protection
Manager Certification
Proctor Checklist: Online Exam Administration**



Before the Exam Date:

- Read, understand, and keep a copy of the ServSafe Exam Administration Handbook
- Confirm that the physical exam facility meets the requirements provided by the National Restaurant Association
- Schedule the Exam Session
- Order Exam Access Codes, or confirm that examinees will have them when they attend the Exam
- Create a seating chart and an Examinee Exit/Entry log

Day of the Exam:

- Check and collect each Examinee's ID upon arrival to the Exam location
- Have Proctor Access Code (and Exam Access Code, if applicable) available
- Notify examinees that pass/fail results will be available immediately. Official scores will be available within one business day.
- Notify examinees that they have only two hours to complete the examination (unless an accommodation has been submitted and approved)
- Instruct examinees how to access the Online Exam:
 - Create a user ID and password (Login)
 - Read through and accept the *Test Use Agreement*
 - Read Step 1, review Exam instructions
 - Complete the practice exam
- Verify that the examinee's name appears and not the proctor's name and that the examinee was logged in before entering the Proctor Access Code and starting the exam
- Read out loud to examinees the *Read Before Exam* script provided in the exam session email confirmation.

After Exam Administration:

- Enter the Proctor Access Code for each examinee as soon as he or she completes the exam
- Return photo IDs to Examinees
- After the last examinee finishes, log into Servsafe.com and grade the online exam.
 - Results for examinees will be available immediately
 - Certificates will also be available for printing at this time.
- Send any exam irregularities, technical issues or otherwise, to Servicecenter@restaurant.org**

Signature: _____ Date: _____ Exam Session Number: _____
Phone: 800.765.2122 ext. 6703 Email: ServiceCenter@restaurant.org