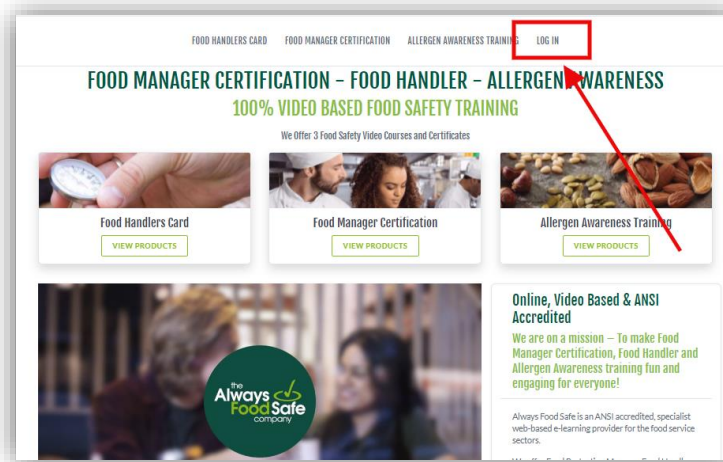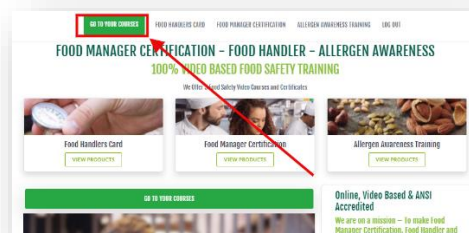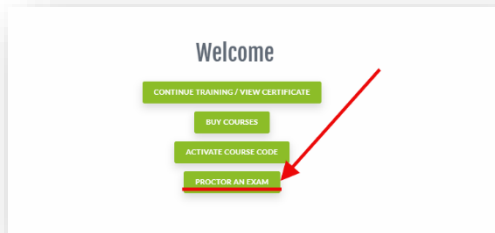# AFS PROCTOR GUIDE

## STEP BY STEP INSTRUCTIONS TO PROCTOR THE "ALWAYS FOOD SAFE" FOOD MANAGER EXAM

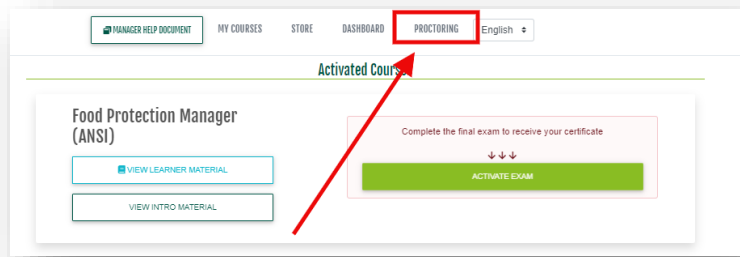**1- LOGIN AND GO TO THE PROCTORING AREA.**

Web: www.alwaysfoodsafe.com



Click on **"PROCTOR AN EXAM"** from the pop-up window, or **"GO TO YOUR COURSES"** from the homepage.
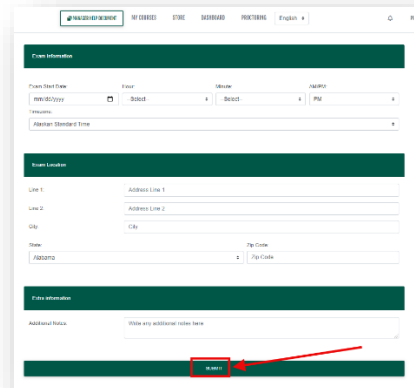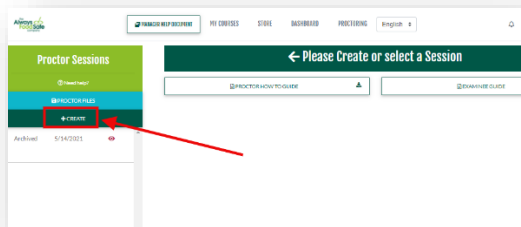
Click on "Proctoring" to go to your Proctoring Area.
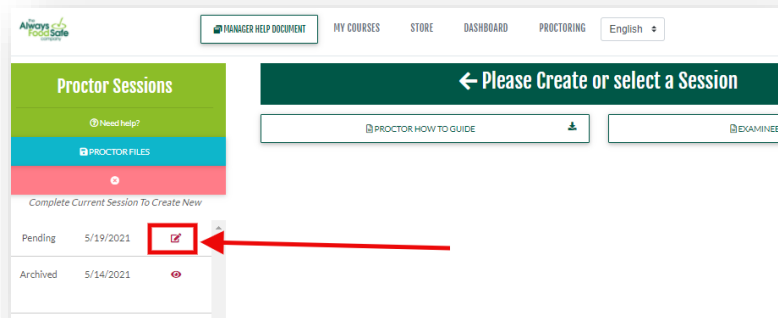


## 2. HOW TO CREATE AN EXAM SESSION

From your Proctoring area, click on "CREATE" to get started.
Next is to fill up all the information for the session.
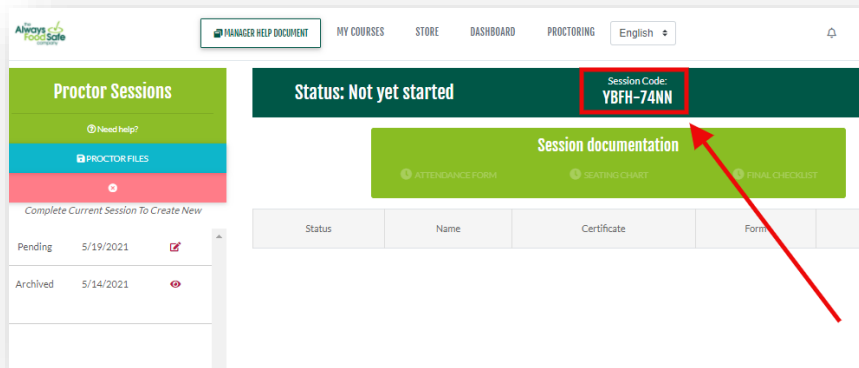Once done click the "SUBMIT" button.



You have created your session, congratulations!

## 3. EXAM SESSION CODE FOR THE STUDENTS

Click on the Red Box with the Pen to get your "**SESSION CODE**".



The "**SESSION CODE**" will appear at the top of the screen.



This is the code your students will type in on their exam screen to enter this exam session.

## 4. ACCEPT THE STUDENTS INTO THE SESSION AND GET READY TO THE START OF THE EXAM.

Click on the Blue Button shown below to accept your students into the session.



Complete the Attendance Form and the sitting Chart.

# ATTENDANCE FORM:

## Verify the I.D. of the exam takers and chose the type of I.D.



# SITTING CHART:

## Complete the sitting chart. For Sessions with 1 to 10 students, just click on:

## "OPT OUT OF SEATING CHART (SMALL SESSION ONLY)"

## 5. THE STUDENTS HAVE BEEN ACCEPTED INTO THE SESSION: IT'S TIME TO START THE EXAM

Click on "**START EXAM**" to get the exam started.



Can a student use the restroom or step outside of the room?
Yes. Always remember to use your discretion as a proctor.
Click on the "**PAUSE**" button.

Fill up the session report and click on the "**SUBMIT**" button.
The student will be able to continue with the exam.



## 6. FINISHING THE EXAM
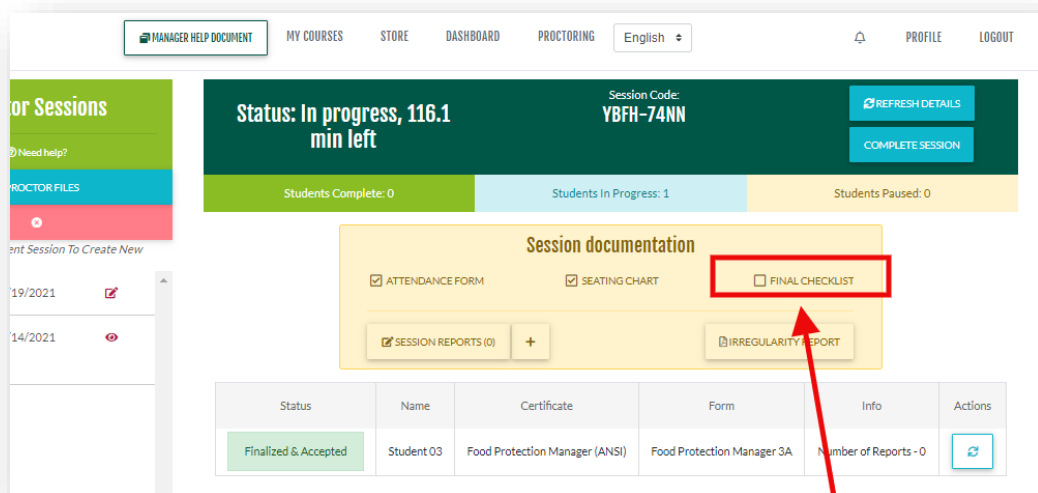
Click on the "**FINALIZE**" button.

Confirm by clicking "**SUBMIT**".
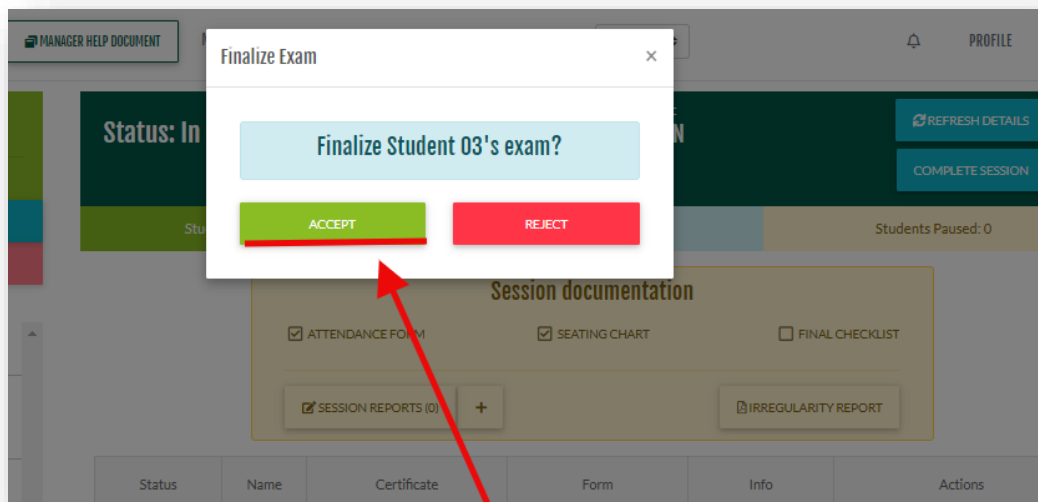


## 7. FINAL CHECKLIST AND CLOSING THE EXAM

It is now time to complete the final checklist and close the exam session.
Click on "**FINAL CHECKLIST**"

Complete checklist. Click the "**SUBMIT**" button at the bottom.



Click on "**COMPLETE SESSION**" to finalize the process.

# Click on "COMPLETE THE SESSION"
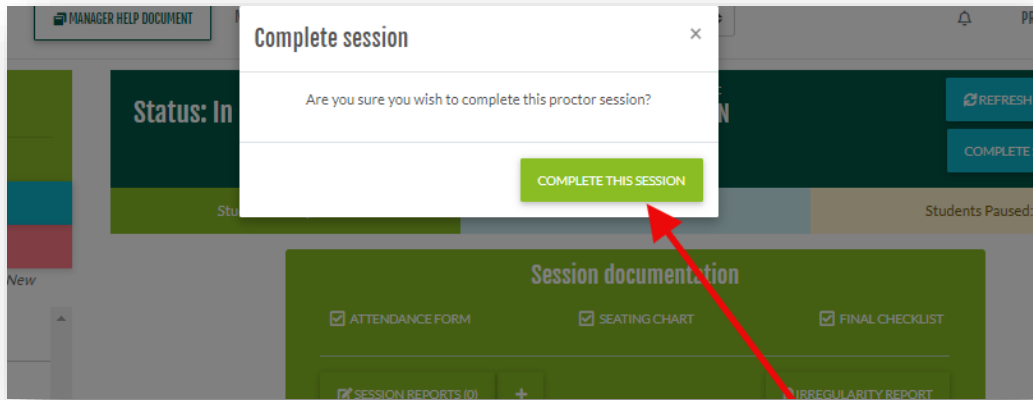


This concludes the exam session, and it is automatically archived.
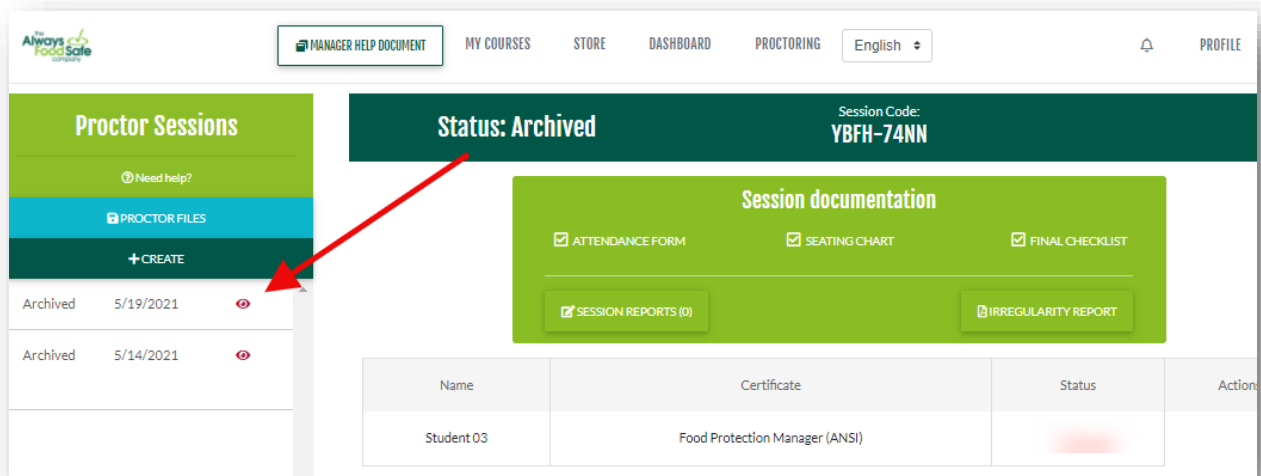


# *C O N G R A T U L A T I O N S !*

## You have successfully completed an exam session.
### Questions?
### help@alwaysfoodsafe.com