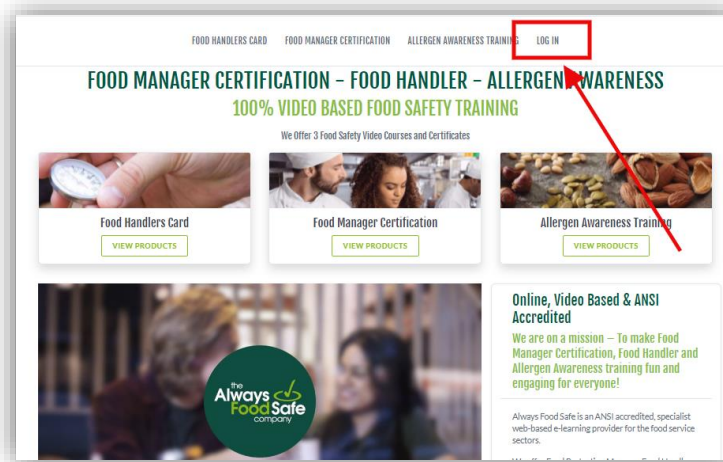


AFS PROCTOR GUIDE

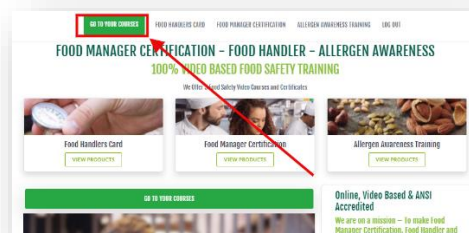
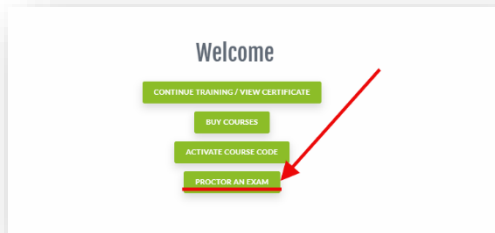
STEP BY STEP INSTRUCTIONS TO PROCTOR THE “ALWAYS FOOD SAFE” FOOD MANAGER EXAM

1- LOGIN AND GO TO THE PROCTORING AREA.

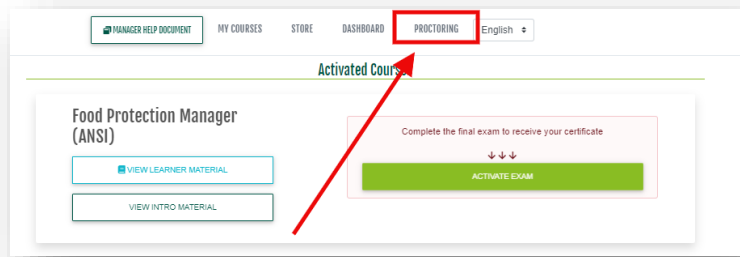
Web: www.alwaysfoodsafecom



Click on **“PROCTOR AN EXAM”** from the pop-up window, or **“GO TO YOUR COURSES”** from the homepage.

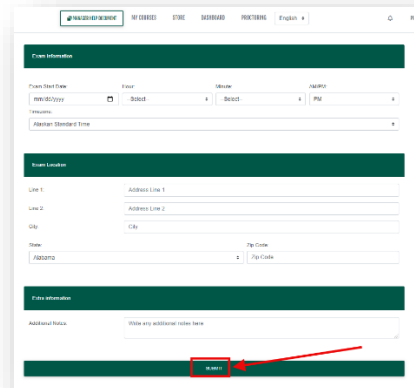
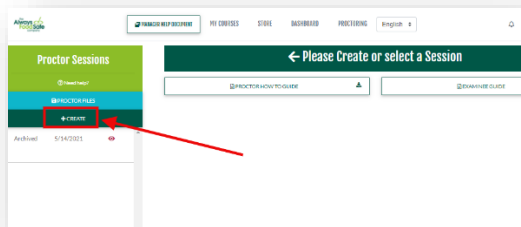


Click on “Proctoring” to go to your Proctoring Area.



2. HOW TO CREATE AN EXAM SESSION

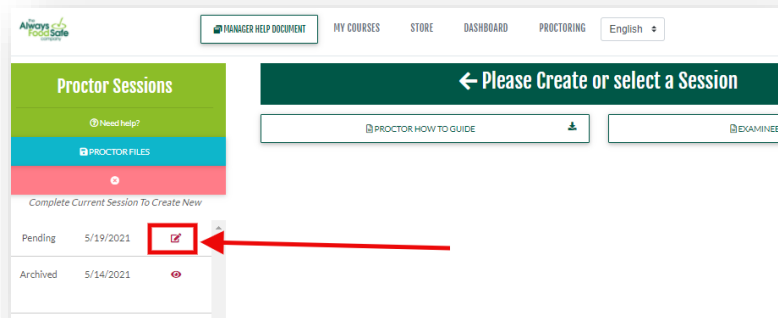
From your Proctoring area, click on “CREATE” to get started.
Next is to fill up all the information for the session.
Once done click the “SUBMIT” button.



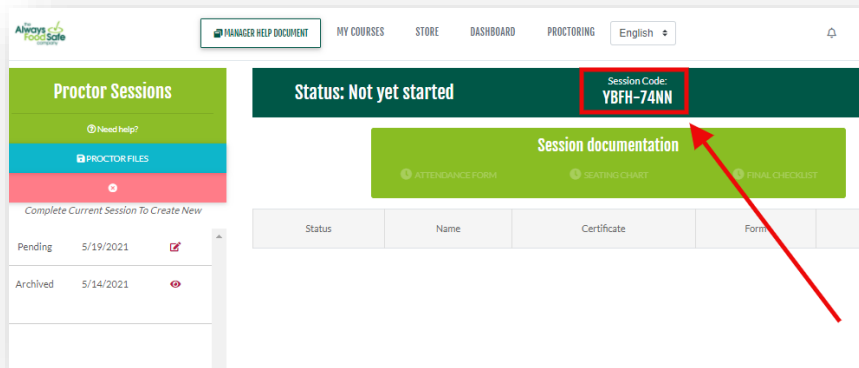
You have created your session, congratulations!

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.

The screenshot shows the 'Proctor Sessions' interface. At the top, the status is 'Candidates waiting' for session code 'YBFH-74NN'. Below this, there is a 'Session documentation' section with three items: 'ATTENDANCE FORM', 'SEATING CHART', and 'FINAL CHECKLIST'. A table below lists the student's details:

Status	Name	Certificate	Form	Actions
Waiting	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

A red arrow points to the blue 'Accept' button in the 'Actions' column.

Complete the Attendance Form and the sitting Chart.

The screenshot shows the 'Proctor Sessions' interface after the student has been accepted. The status is now 'Not yet started' for session code 'YBFH-74NN'. A 'START SESSION' button is visible. The 'Session documentation' section now has checkboxes for 'ATTENDANCE FORM' and 'SEATING CHART'. The table below shows the student's status as 'Accepted':

Status	Name	Certificate	Form	Actions
Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

Red arrows point to the 'ATTENDANCE FORM' and 'SEATING CHART' checkboxes in the 'Session documentation' section.

ATTENDANCE FORM:

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

The screenshot shows a modal window titled "Attendance List". It contains three input fields: "Name:" with the value "Student 03", "Email:" with the value "student03@afs.com", and "ID Type:" with a dropdown menu set to "(Please choose)". Below these fields are "SUBMIT" and "CLOSE" buttons. In the background, a table displays student information:

Status	Name	Certificate	Form
Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A

SITTING CHART:

Complete the sitting chart. For Sessions with 1 to 10 students, just click on:
“OPT OUT OF SEATING CHART (SMALL SESSION ONLY)”

The screenshot shows a "Seating Chart" modal window. It includes instructions for configuring the room arrangement and a grid of seats. The grid is a 3x7 grid with columns labeled A through G and rows labeled 1 through 3. A red arrow points to the "OPT OUT OF SEATING CHART (SMALL SESSIONS ONLY)" button at the bottom of the window. Other buttons visible include "ACCEPT AND GO TO SEAT ASSIGNMENTS", "ADD, REMOVE, OR REARRANGE SEATS", "SUBMIT", and "CLOSE".

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.

The screenshot shows the Proctoring interface for a session with the code YBFH-74NN. The status is 'Not yet started'. A red box highlights the 'START SESSION' button in the top right corner. A red arrow points from the 'Session documentation' section towards this button. The 'Session documentation' section includes checkboxes for 'ATTENDANCE FORM', 'SEATING CHART', and 'FINAL CHECKLIST'. Below this is a table with columns for Status, Name, Certificate, Form, and Actions.

Status	Name	Certificate	Form	Actions
Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	+ -

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.

The screenshot shows the Proctoring interface for a session with the code YBFH-74NN. The status is 'In progress, 119.7 min left'. The 'Session documentation' section includes checkboxes for 'ATTENDANCE FORM', 'SEATING CHART', and 'FINAL CHECKLIST', along with buttons for 'SESSION REPORTS (0)' and 'IRREGULARITY REPORT'. Below this is a table with columns for Status, Name, Certificate, Form, Info, and Actions.

Status	Name	Certificate	Form	Info	Actions
In Progress	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	Number of Reports -0	+ PAUSE - EJECT

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

The screenshot shows a 'Session Report' form with the following fields:

- Report Type: Restroom
- Who has been affected?: Student 03
- Notes: (empty text area)
- Leave Time?: Hour: 12, Minute: 00, AM/PM: AM
- Return Time?: Hour: 12, Minute: 00, AM/PM: AM
- Did you Pause?: Yes

A red arrow points to the 'SUBMIT' button at the bottom of the form.

6. FINISHING THE EXAM

Click on the “**FINALIZE**” button.

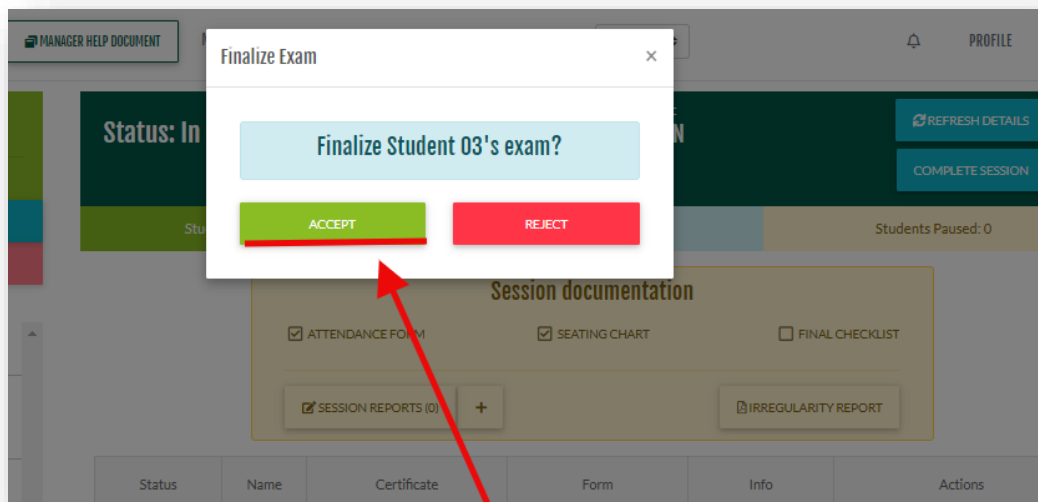
The screenshot shows the exam management interface with the following elements:

- Status: In progress, 117.8 min left
- Session Code: YBFH-74NN
- Buttons: REFRESH DETAILS, COMPLETE SESSION
- Progress: Students Complete: 0, Students In Progress: 1, Students Paused: 0
- Session documentation section with checkboxes for ATTENDANCE FORM, SEATING CHART, FINAL CHECKLIST, and buttons for SESSION REPORTS (0) and IRREGULARITY REPORT.
- Table with columns: Status, Name, Certificate, Form, Info, Actions.

Status	Name	Certificate	Form	Info	Actions
Complete	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	Number of Reports - 0	FINALIZE EJECT

Red arrows point to the 'Complete' status and the 'FINALIZE' button in the table.

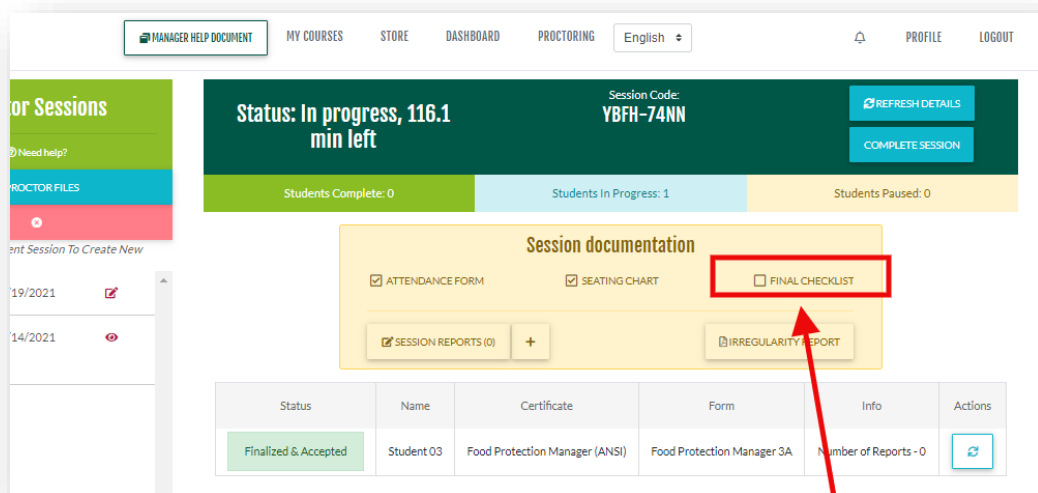
Confirm by clicking **“SUBMIT”**.



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.

Check List

Was the room Quiet, Warm & Light?

Yes
 No (please provide details):

Was there adequate and comfortable seating for everyone?

Yes
 No (please provide details):

Did all examinee's have access to the internet and a computer, (desktop, laptop, or tablet)

Yes
 No (please provide details):

Was the testing room suitable, was it private and quiet for you to be able to proctor the exam in

Click on **“COMPLETE SESSION”** to finalize the process.

MANAGER HELP DOCUMENT MY COURSES STORE DASHBOARD PROCTORING English

SESSIONS

Status: In progress, 114.8 min left

Session Code: YBFH-74NN

Students Complete: 0 Students In Progress: 0 Students Paused: 0

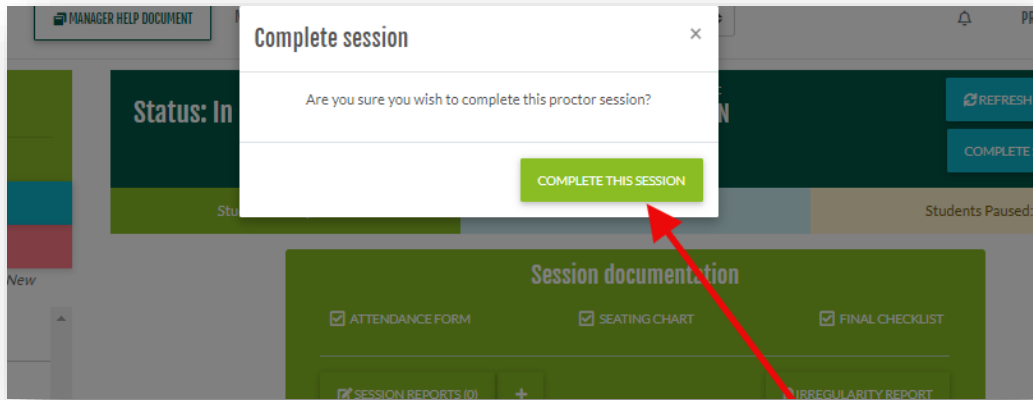
Session documentation

ATTENDANCE FORM SEATING CHART FINAL CHECKLIST

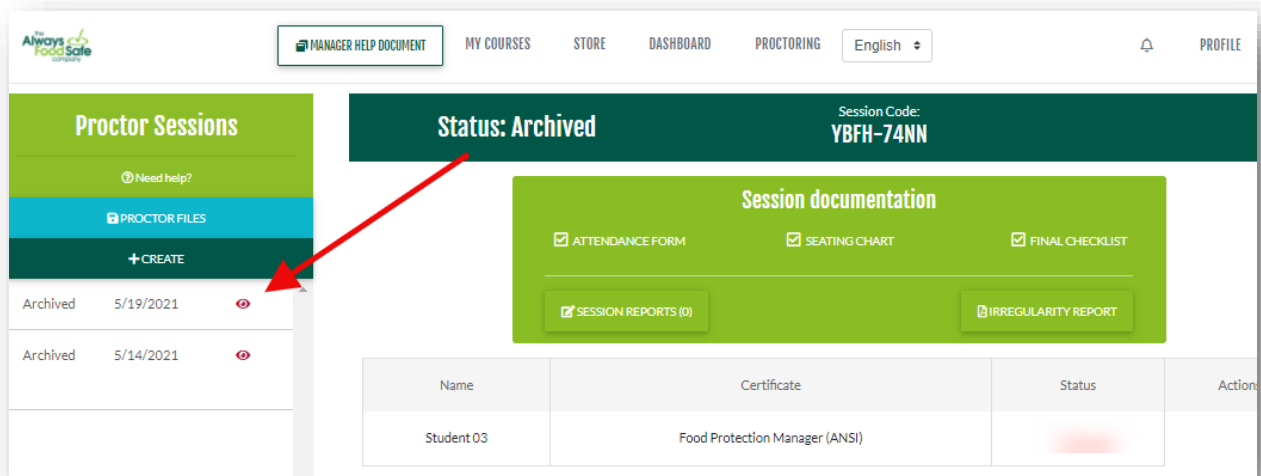
SESSION REPORTS (0) + IRREGULARITY REPORT

Status	Name	Certificate	Form	Info	Actions
Finalized & Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	Number of Reports - 0	

Click on “**COMPLETE THE SESSION**”



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



CONGRATULATIONS!

You have successfully completed an exam session.

Questions?

help@alwaysfoodsafecanada.com