

National Registry of Food Safety Professionals



Agreement Form for Readers and Translators

For Approved Accommodations or Translation for the Food Safety Manager Certification Examination

Reader or Translator

(ALL FIELDS MUST BE COMPLETED OR EXAM MAY BE INVALIDATED)

Full Name: _____ Date: _____

Drivers License # and State: _____

Email Address: _____

Contact Phone: _____

Signature: _____

Serving As (Check One): Reader Translator

Test Administrator/Proctor

(ALL FIELDS MUST BE COMPLETED OR EXAM MAY BE INVALIDATED)

I hereby attest that, I, the Test Administrator/Proctor, have selected, trained, and supervised the above Reader or Translator, and have verified the identity of this person.

Test Administrator/Proctor Name: _____

Signature: _____ Date: _____

*Name of Examinee: _____ Exam Date: _____

Test Administrator/Proctor: Please return this completed form with the examination materials AND Approval Letter used for the class at which the Reader or Translator was utilized.

NOTE: Examinee must submit the Accommodation Approval Letter to Test Administrator/Proctor on the date of the exam. If there is NOT an Accommodation Approval Letter from NRFSP, examinee can either Postpone the exam or take the exam without the accommodations.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR CONCERNS,
PLEASE CONTACT NATIONAL REGISTRY AT:

NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS
6751 FORUM DRIVE; SUITE 220
ORLANDO, FLORIDA 32821
FAX: 407-352-3603
TOLL FREE: 800-446-0257
EMAIL: CUSTOMER.SERVICE@NRFSP.COM

Continued on other side...



Agreement Form for Readers and Translators

For Approved Accommodations for the Food Safety Manager Certification Examination

Please read carefully before completing the request information on both pages of this form:

1)	I am at least 18 years of age.
2)	I have read the reader and/or translator requirements section of the Test Administrator/Proctor Handbook and meet the specified requirements for my role.
3)	I understand my role as Reader or Translator.
4)	I have been trained by Test Administrator/Proctor and will follow all standards and procedures for examination administration and confidentiality.
5)	I agree to maintain the security of the examinations before, during, and after the examination administration.
6)	I will assist in filling out the address section on the front of the answer sheet.
7)	I will <u>not</u> offer any hints, suggestions, definitions, or clues to the answer of an examination item.
8)	If there is any uncertainty of an examination question, I will provide the examinee with an Examinee Comment Form.
9)	I will ensure no talking or communication of any form between examinees occurs during the examination.
10)	I will ensure all of the examinees books and class materials are stored at the front or back of the room.
11)	I will ensure no examination materials have left the room with the examinee or have been photocopied.
12)	Under no circumstances will I examine or discuss the examination contents with the examinees before, during, or after the examination.
13)	As a Reader or Translator, I will not be eligible to take the FSMCE for one calendar year after serving in one of those listed roles.
14)	As a Reader or Translator, I will read/translate each examination question exactly as written and will not provide cues to the examinees or answer questions during the administration of the examination.
15)	I will fill in the blank(s) on the answer sheet that the examinee has indicated, if needed.
16)	As a Translator, I attest that I am fluent in both English and the examinee's Native Language.
17)	As a Reader or Translator, I attest I have no conflict of interest to the examinee.

I, _____ (*Name of Reader/Translator*), hereby affirm that I understand that my responsibilities as a Reader or Translator, are critical to the Food Safety Manager Certification Examination Program. I am aware that I may be afforded access to proprietary information, confidentiality documents, and examination materials, and I hereby agree that I shall not disclose or provide to any person or entity, directly or indirectly, any information or documents pertaining to the preparation, testing, and/or grading services for the FSMCE. I agree that I will not examine any of the examination materials, unseal and sealed examination booklets, or divulge any examination content with examinees before, during, or after the examination except for the purpose of reading the examination questions.

It is understood that all documents, examination questions, or confidential information received from National Registry are and shall remain the exclusive property of National Registry, and that all documents or information shall be returned promptly to National Registry. As a Reader or Translator, I will assist the Test Administrator/Proctor as assigned by remaining in the examination room at all times during the examination unless otherwise directed by the Test Administrator/Proctor, by not allowing examinees to behave in an inappropriate manner, including talking, and by ensuring that the examinee are delivered an examination administered in a fair test environment.

Finally, I understand that breach of this agreement, intentional or unintentional, shall be grounds for civil proceedings should National Registry so pursue legal remedies to said breach. Minimally, I understand that should I fail to follow the standards set forth by National Registry, or the procedures provided by the Test Administrator/Proctor, my privilege as a Reader or Translator will be revoked.