



Appendix C - Administrator Script & Instructions for the National Registry Food Safety Manager Certification Exam – Online Version

Introduction to the Online Examinations Process

Hello, my name is _____ and I am a registered Exam Administrator for National Registry of Food Safety Professionals, the developer of the Food Safety Manager Certification Examination that you are taking today. I will administer, observe, and submit all exams according to the National Registry's rules. I will monitor the administration of the exam at all times. I am NOT allowed to answer any questions during this exam, and that includes rephrasing and/or interpreting exam questions.

(IF YOU HAVE ADDITIONAL PROCTORS) Working with me as an additional Proctor is: _____.

1. I have collected all of your IDs and they will be kept secure for the duration of the exam. Your IDs will be returned to each of you when you complete the exam.
2. Please clear your desk and surrounding area of all personal belongings, including cell phones, smart watches, scratch paper, notes, and books.
3. If you need to use the restroom while taking the exam, please raise your hand. Only one person is allowed to leave the room at a time, so please return as quickly as possible. You are not allowed to take any personal belongings with you when you leave the room.
4. There are some additional guidelines and rules to be observed during the examination:
 - No talking or moving around the room. Remove all hats or visors, turn off/silence cell phones, **including smart watches**, and place them with the rest of your belongings. No cell phones or smart watches are allowed on the table while taking the exam.
 - There are a total of 80 questions on this examination. Your score is based on the number of questions you answer correctly. All questions have one correct answer.
 - Do not leave any questions unanswered, unanswered questions will be counted as incorrect.
 - You have two hours to complete this exam. If you have not completed the exam within the two-hour timeframe, your exam will automatically end, even if you are not finished, unless you have been granted an exam accommodation.
 - I/We cannot answer questions about any exam questions, interpret, rephrase, or reword examination questions or answers for you. If you feel there is an error or typo with a question or answer, click on the *Comment on this Question* button located on the right side of the page under the last answer choice. The comment will be reviewed by National Registry upon scoring. Due to exam security, you will not receive a reply to the comment.

Copyright and Legal Responsibility

I will also report any form of cheating and cooperate with any security-related inquiries. Keep your eyes on your own screen at all times. Please be aware that any type of cheating is grounds for dismissal from the exam. Any indication of cheating can lead to severe penalties, including but not limited to; revocation of your certificate without refund and refusal for future testing.



NRFSP Test Administrator/Proctor Handbook FSMCE Exam Administration

Company: NRA/NRFSP
Contact Person: Tiffany Vowell - Accreditation
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If any form of cheating occurs, I will collect all your materials or erase any images including any electronic devices such as cell phones and notify National Registry. Should National Registry identify any examination related items in the material collected, National Registry will remove the examination related items before returning the material to you or forward the device to a law enforcement agency for prosecution.

Please note this exam is the copyrighted property of the National Registry of Food Safety Professionals and no one is authorized to disclose or discuss exam questions/answers in any way without the explicit written consent of the National Registry of Food Safety Professionals. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine.

Examination Process

BEFORE EXAMINEES LAUNCH THE ONLINE EXAM

1. Please remove everything from the top of your table or desk.
2. Once you click the Play Button on your exam, you will be directed to the Examinee Examination Consent, Non-Disclosure, Code of Ethics and Releasing of your scores before the first exam question comes up.
3. If you agree with the terms, click the *I Agree* button at the bottom of the page and then click the *NEXT>* button to start your exam.
4. If you do not agree with these terms, please raise your hand and I will close out of the examination and dismiss you.

TAKE THIS TIME TO TAKE QUESTIONS AND HELP EXAMINEES REGISTER/LOAD UP THEIR EXAMS.

Results for Online Examinations

1. Once your exam is submitted, you will receive an immediate score notifying you if you passed or failed. This is NOT an Official score and will not be honored as a valid Certificate. Your results will be sent to National Registry the following business day for official scoring and processing and a certificate or failure notification will be mailed in about 10 business days.

Conclusion of the Online Examination

2. When you finish your exam, please gather your exam materials and turn them in to me (or your other Proctor). We will collect your materials and double check that every field in the answer sheet is complete and the envelope has the examination booklet is sealed.
3. Once your exam has been submitted and you receive your unofficial certificate of completion, I will return your ID card and you are dismissed.
4. You may begin your examination now. Good luck!