



## **Appendix B - Administrator Script & Instructions for the National Registry Food Safety Manager Certification Exam – Paper/Pencil Version**

### **Introduction to the for Paper and Pencil 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 collect 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 I/we will be handing out your examination packets. Please do not open the exam envelope until I instruct you to do so. Your IDs will be kept secure during the exam. Your IDs will be returned to you after you have completed the exam and turned in your sealed Exam Envelope and Answer Sheet.
2. Please clear your desk and surrounding area of all personal belongings, including cell phones, smart watches, scratch paper, notes, and books. You should only have your number 2 pencil and Exam Packet on your desk.
3. If you need to use the restroom while taking the exam, please raise your hand. You will need to place your exam and answer sheet inside the white window envelope, and I will collect it before you leave. Do not seal the envelope or you will not be able to complete the exam. I will give the exam packet back to you when you return. 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 85 questions on this examination, but only 80 questions will count toward your score. There are 5 pilot questions included in the exam that are not counted but you must fill in answers to every question. Your score is based on the number of questions you answer correctly. All questions have one correct answer, multiple answers for the same question will be marked as incorrect.
  - Do not leave any questions unanswered, blank answers will also 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 answer sheet and exam booklet will be collected, even if you are not finished, unless you have been granted an exam accommodation.
  - You MUST use a number 2 pencil (NO INK). Your exam may not be scored if you use a pen instead of a pencil. I have extra pencils if you need one during the exam.
  - 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, I/we can provide you with an **Examinee Comment Form**. The form will be reviewed by National Registry upon scoring. Due to exam security, you will not receive a written reply to the comment.



## NRFSP Test Administrator/Proctor Handbook FSMCE Exam Administration

Company: NRA/NRFSP
Contact Person: Tiffany Vowell - Accreditation
Current Revision: 06/30/2020

### 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 exam booklet and answer sheet 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.

If any form of cheating occurs, I will collect all your examination 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 - Distribution of Examination Booklet

#### *DISTRIBUTE EXAM PACKETS IN SEQUENTIAL ORDER TO EACH EXAMINEE:*

1. Please remove everything from the top of your table or desk except your pencils.
2. Please read the information on the front of your Exam Envelope. By opening the envelope, you agree to the Examinee Examination Consent, Non-Disclosure, Code of Ethics and Releasing of your scores which is written on the envelope.
3. If you do not agree with these terms, please raise your hand and I will collect the examination and dismiss you.  
***WAIT UNTIL EVERY EXAMINEE RECEIVES AN EXAM***
4. If you agree to the Examinee Test Use Agreement, you may now open your exam packet by carefully tearing the perforated strip on the backside of your exam packet envelope and removing the Exam Booklet that is inside. Keep your Exam Packet Envelope on the desk because you will still need to use the envelope at the end of the exam.
5. Go to the back of your booklet. The back cover of your booklet is your answer sheet. Carefully fold on the perforated line and tear out your answer sheet from the back of the booklet and keep your exam booklet closed.
6. Read the front cover of the exam booklet and print your name on the line provided on the lower right-hand side of your exam booklet cover.
7. After completing your examination, place **ONLY** the examination booklet into the Exam Envelope, peel off the sealant tape on the envelope flap located on the back of the envelope, and seal. **DO NOT INSERT THE ANSWER SHEET IN THE ENVELOPE, THAT MUST BE TURNED IN SEPARATELY TO ME.**



### **COMPLETING THE ANSWER SHEET**

1. On the screen/board, you will find some information that will help you when completing your answer sheet (such as: last 4 digits of social security code, admin code, training hours, curriculum code, etc.), any field with a "\*" MUST be completed.
2. Please write your name and contact phone number on the front of your answer sheet
3. Write and bubble today's date in the Exam Date Box on the front top left side of your answer sheet.
4. If you have an employee and company ID, please write it in the appropriate boxes on the front side of the answer sheet.
5. The demographic information is optional.
6. Please note: There is information on both sides of the answer sheet.
7. On back of your answer sheet you must fill out your full legal name and personal mailing address; write the letters in the boxes and fill in the corresponding bubbles under each character box. You do not have to bubble in blank spaces.
8. You should include your date of birth and email address in the fields at the bottom of your answer sheet. It is optional but highly recommended for identification purposes.

*TAKE THIS TIME TO TAKE QUESTIONS AND HELP EXAMINEES FILL OUT THEIR ANSWER SHEETS.*

### **Results for Paper and Pencil Examinations**

- Your results and certificate will be mailed in about 10 business days.
- We cannot answer questions about any examination questions, interpret the meaning of words, reword or rephrase examination questions or answer choices, or pronounce words for you. However, if you believe there is a problem with a question, I/we can provide you with an *Examinee Comment Form*. The form will be reviewed by National Registry upon scoring. Due to exam security, you will not receive a written reply to the comment.

### **Conclusion of the Paper and Pencil Examination**

1. When you are finished with the exam, place **ONLY** the exam booklet in the envelope and seal the envelope. When your exam booklet is inside the white window envelope, there should be a barcode visible in the window on the top right corner of the envelope.
2. Please do **NOT** insert answer sheet inside the white window envelope, turn in the answer sheet separately to me with your sealed exam envelope. **ASK TO SEE IF ANYONE HAS QUESTIONS.**
3. You can write in the exam booklet, but all answers **MUST** be bubble on the answer sheet. Your exam may not be scored if your answers are **NOT** on the answer sheet.
4. 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.
5. Once all materials are collected and verified, we will return your ID card and you are dismissed.
6. You may open your exam booklet and begin your examination now. Good luck!