StateFoodSafety
Food Safety Training & Certification ™

Take Your Exam with an Online Proctor

Proctors supervise exams to prevent cheating and protect exam information. Online proctors use webcams and screensharing technology to monitor exams over the internet.

What Do I Need to Take My Exam?

Use the equipment test* to check your exam computer setup. You will need:

- Government-issued photo ID
- Webcam (minimum resolution 640x480)
- Microphone
- Fast internet connection

- Up-to-date Google Chrome (preferred) or Mozilla Firefox web browser
  - Install the ProctorU extension:
    - Chrome extension
    - Firefox extension

If you need special accommodation during your exam, please send an accommodation application to support@statefoodsafety.com.

*Adobe Flash is no longer required to take an exam with an online proctor. Please disregard this element of the equipment test.

Where Can I Take My Exam?

Your testing environment must have:

- Closed doors
- Good lighting
- A clean surface for your computer to rest on (not your lap or sitting surface)

Your testing environment must **not** have:

- Noise
- Other people
- Food or drinks
- Personal items
- Study materials

ACCEPTABLE FOR PROCTORING

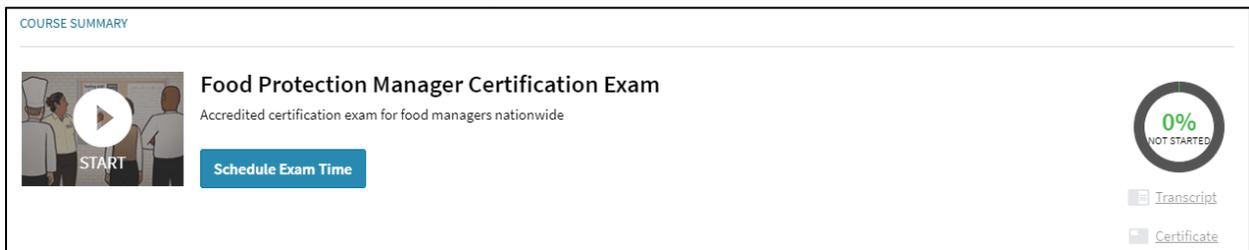
UNACCEPTABLE FOR PROCTORING

If you choose to take your exam with an online proctor, you grant your proctor the right to disqualify your exam if he or she detects suspicious or questionable behavior during the exam.

Before the Exam

Schedule: Log in to your StateFoodSafety account to schedule your exam.
> *Rescheduling/Canceling:* If you cannot keep your scheduled appointment, please reschedule or cancel **before** your appointment. There is no fee for rescheduling or canceling an appointment.

Connect to a proctor: At the appointed time, log back into your StateFoodSafety account and click START to connect with a proctor and begin the exam.

COURSE SUMMARY

Food Protection Manager Certification Exam
Accredited certification exam for food managers nationwide

START

Schedule Exam Time

0%
NOT STARTED

Transcript

Certificate

Identity: Follow instructions to take a photo of your face and ID with your webcam. You may also complete a brief verification quiz based on your public records.

Environment check: Work with your proctor to secure the testing environment. Use the webcam to show all walls and corners of the room, the ceiling, floor, desk surface, and your sitting area. You will also need a small mirror or a cell phone with a front-facing camera to show your computer screen. If you cannot secure your testing environment, you may need to reschedule your exam.

Person check: Your proctor will check to make sure that you are not wearing any unauthorized testing aids. Be prepared to show your pockets, wrists, and ears to the camera. You may need to remove accessories that could contain wearable technology. (These may include watches, hats, and large jewelry.) If you have long hair, you will need to pull it back to show your ears.

Computer check: Briefly give the proctor control over your mouse to secure the computer itself.

If you are uncomfortable with this process, please use a classroom proctor or testing center for exam proctoring.

During the Exam

Keep your eyes on your screen during your exam. You may not use the internet to search for exam answers, and your proctor may not assist you with the exam content. Keep your head and torso in view of the webcam during the entire exam. Continue to follow your proctor's instructions.

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After the Exam

Let your proctor know when you have finished your exam. If you have followed all exam policies, your proctor will accept your exam submission. You will then receive an exam score. Please log out of StateFoodSafety before you close the proctor chat window.

Why Would My Exam Be Shut Down?

The proctor will end your exam if he or she believes that your actions may compromise the integrity of the exam or your testing environment. You will receive a failing score if your exam is shut down. You will also lose your exam and proctoring fees.

Examples of when an exam may be shut down:
- You exit the testing area during the exam.
- Your connection to the proctor is disrupted.
- You refuse to follow the proctor's instructions.
- You behave disrespectfully toward the proctor.
- An unauthorized individual enters the testing area.
- You access unpermitted materials or electronic devices.
- You open unapproved computer applications or internet windows or tabs.

If you believe your exam has been shut down unfairly, please contact StateFoodSafety customer support. If customer support is unable to resolve your concerns, you may submit a formal complaint or appeal using the StateFoodSafety complaints and appeals procedure. If an exam is shut down due to crude or abusive behavior, StateFoodSafety may deny requests for future testing.

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