

A photograph of a restaurant interior with large windows overlooking the ocean at sunset. The text is overlaid on the image in blue boxes with white text.

WELCOME!

FOOD MANAGER CERTIFICATION

***“ HOW TO SCHEDULE
YOUR EXAM “***

IMPORTANT: PREMIUM SCHEDULING FEES

ProctorU charges additional fees for **Same Day** and **Next Day Exams** as listed below:

Same Day Exams:	\$12 Premium Fee.
Next Day Exams:	\$8 Premium Fee.
Exams 48hrs – 72hrs:	\$4 Premium Fee.

These fees are paid directly to ProctorU at time of scheduling, not to Always Food Safe.

NO ADDITIONAL CHARGES WHEN YOU SCHEDULE YOUR EXAM THREE DAYS IN ADVANCE

Please plan and schedule your exam at least three days in advance!

FIRST STEP: ACTIVATE THE FINAL EXAM

Activated Courses

od Protection Manager - All
unties, LA

[VIEW LEARNER MATERIAL](#)

[VIEW INTRO MATERIAL](#)

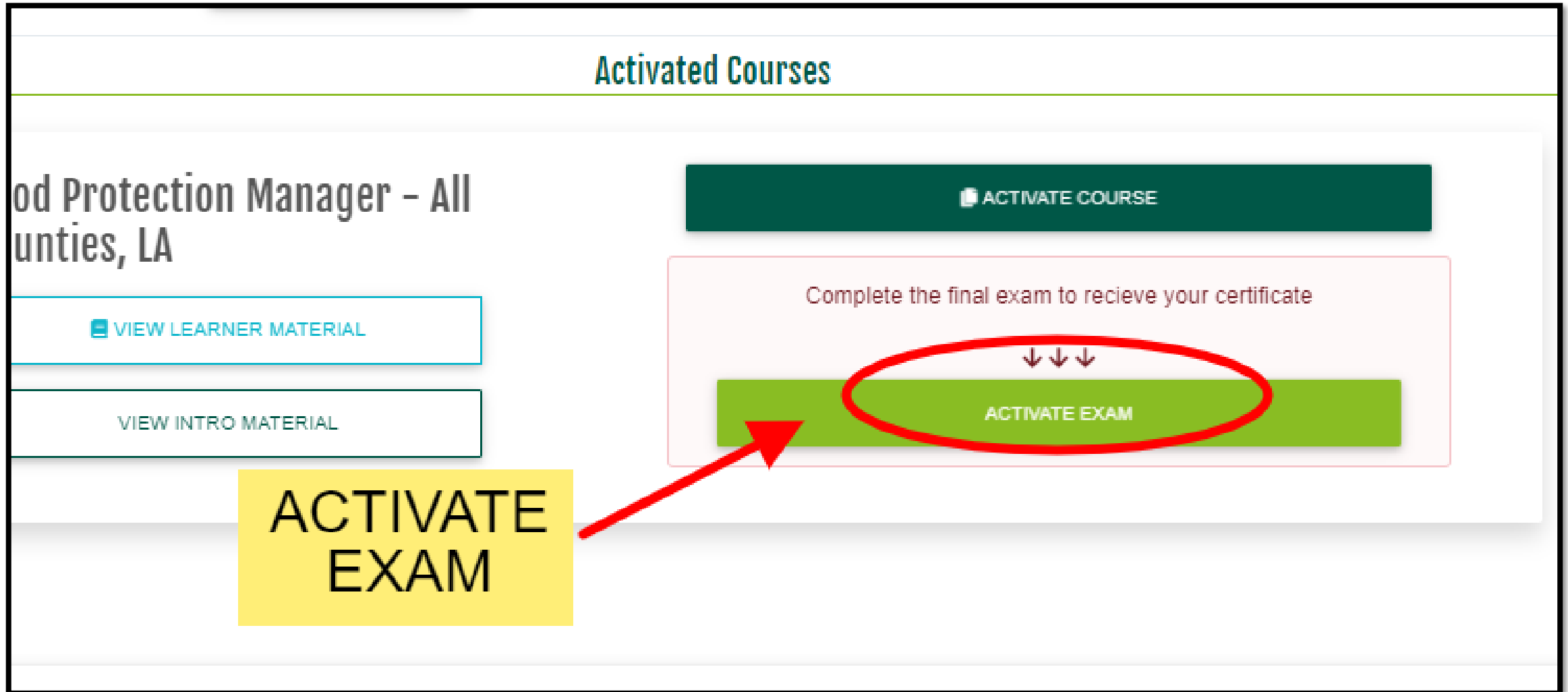
[ACTIVATE COURSE](#)

Complete the final exam to recieve your certificate

↓↓↓

[ACTIVATE EXAM](#)

ACTIVATE EXAM



The screenshot displays a user interface for 'Activated Courses'. On the left, there's a sidebar with the course title 'od Protection Manager - All unties, LA' and two buttons: 'VIEW LEARNER MATERIAL' and 'VIEW INTRO MATERIAL'. The main content area shows a dark green 'ACTIVATE COURSE' button at the top. Below it, a light pink box contains the instruction 'Complete the final exam to recieve your certificate' followed by three downward arrows. At the bottom of this box is a green 'ACTIVATE EXAM' button, which is circled in red. A red arrow points from a yellow box labeled 'ACTIVATE EXAM' to this button.

AGREE TO TERMS AND CONDITIONS, AND FILL IN YOUR INFORMATION.

Exam Activation

Please review and agree to the important information below about your proctor method choice.

- You have chosen:** Remote proctoring
- How it works:** At your scheduled exam time, you will log into ProctorU to connect with a proctor. Once connected, they will verify your identity by checking your photo ID, and make sure your computer, microphone, and webcam are ready for the examination. Your proctor will stay with you throughout the duration of the exam, monitoring exam conditions to ensure you have a smooth testing experience and to ensure no cheating occurs. You will not be allowed breaks during the exam, including going to the restroom.
- Approximate wait:** 0 - 4 days
Standard scheduling is included at no additional cost and allows you to book your exam session as soon as 72 hours in advance. If you wish, the following [premium scheduling options can be purchased at the time of scheduling](#), subject to availability:
- Additional fee for sessions 24 - 72 hours in the future: **\$8**
 - Additional fee for sessions less than 24 hours in the future: **\$12**
- If you require accommodations such as translators or extra time to take the exam, please contact Always Food Safe at least 10 days before your scheduled session for review and approval.
- Location:** You can choose any place you like, as long as it meets the following guidelines:
- The test room must be quiet and free of interruptions, with no one else present, free of objects that a test-taker might use for assistance on the exam (such as phones, another computer, a second display, tablets, notebooks, and pens/pencils).
- When you connect with the proctor, they will ask you to pan your webcam around the room to make sure all prohibited items are removed prior to starting your exam.

SUBMIT

Exam Activation

Language:

English

Name On Certificate:

Lisa

Phone Number:

1112223333

Address Confirmation

Line 1:

Address Line 1

Line 2:

Address Line 2

City:

City

State:

Alabama

Zip Code:

Zip Code

YES

CREATE AN ACCOUNT WITH “ProctorU”

My Sessions

My Cart 0

My Orders

Support

Are you an EEA citizen and/or a current EEA resident?

☐ Yes ☒ No

Submit

My Account

Enrollments

ProctorU

Account Settings

Always Food Safe

ProctorU

Password Settings

© Copyri

Notification Settings

proctorU

Balance: \$0.00

My Sessions

My Cart 0

My Orders

Support

Terms & Conditions

Terms & Conditions

These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").

1. Using ProctorU's Services

☐ By checking this box, you agree to ProctorU's [Terms of Service](#) and [Privacy Policy](#)

Accept Terms

ProctorU

My Account

Enrollments

About

Account Settings

Always Food Safe

Support

Password Settings

Privacy Policy

Notification Settings

Terms of Service

proctorU

Balance: \$0.00

My Sessions

My Cart 0

My Orders

Support

Reset your password

Password *

- Must be between 8 and 16 characters long
- Must include 1 lowercase, 1 uppercase character, and 1 digit
- Must not be equal to username, email, phone number, first name, or last name
- Must not have the same character repeat more than 2 times

Password confirmation *

Update Password

ProctorU

My Account

Enrollments

About

Account Settings

Always Food Safe

Support

Password Settings

Privacy Policy

Notification Settings

Terms of Service

COMPLETE YOUR INFORMATION AND SCHEDULE YOUR EXAM

proctoru

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

Please complete your profile before continuing.

Home / Account Settings

Account Settings

My Account

General Settings

Username *

Email *

First name *

Last name *

Phone mobile

Phone home

Phone work

* At least one phone number is required.

Country *

United States

Street 1 *

Street 2

City *

State/ Province/

Paulo Homem

Support

Equipment

Schedule New Session

	STATUS	ACTIONS
Pending		<div>Schedule</div>

CLICK TO SCHEDULE EXAM

proctoru

Balance: \$0.00 My Sessions My Cart 0 My Orders Support

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

← September 2020 →

S	M	T	W	T	Fr	Sa
u	o	u	e	h		
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select a Time

↑

12

↓

↑

:

10

↓

PM

12:30PM CDT

Friday, September 11, 2020

18 minutes from now

Food Protection Manager 526770

SELECT

12:50PM CDT

Friday, September 11, 2020

38 minutes from now

Food Protection Manager 526770

SELECT

1:20PM CDT

Friday, September 11, 2020

about 1 hour from now

Food Protection Manager 526770

SELECT

1:40PM CDT

Friday, September 11, 2020

Food Protection

**FOR SUPPORT 24/7 CLICK ON
“Need Help? Chat Now!”**

The screenshot shows a user interface with three main action buttons at the top: 'Have Questions?' with a question mark icon, 'Test Your Equipment' with a laptop icon, and 'Schedule New Session' with a calendar icon. Below these is a table with columns 'ACTIVE EXAMS', 'DATE & TIME', 'STATUS', and 'ACTIONS'. A yellow callout box is overlaid on the table with the text 'Click for Support Available 24/7'. A red arrow points from this box to a 'Need Help? Chat Now!' button in the bottom right corner, which is circled in red. The button includes a small blue chat icon.

Have Questions?

Test Your Equipment

Schedule New Session

ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS
Food 525 Always			Schedule

Click for Support Available 24/7

Need Help? Chat Now!



4- CHECKLIST AND STEPS FOR THE DAY OF THE EXAM

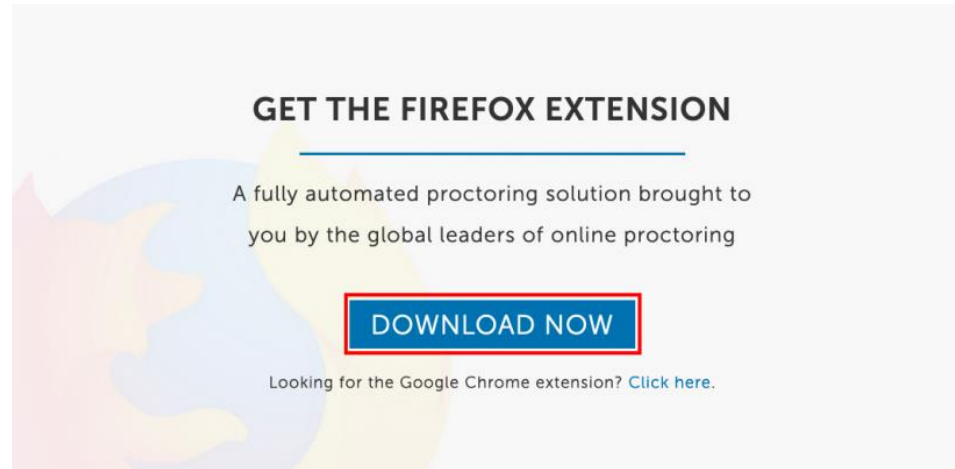


THE DAY OF THE EXAM

Checklist for Taking your Exam.

- ✓ To take your Practice Exam click on this [LINK](#).
- ✓ Have your Government-Issue I.D. ready to show the Proctor.
- ✓ Make sure you are in a private room with no distractions.
- ✓ Login 10 – 15 minutes before your scheduled time and “TEST YOUR EQUIPMENT”.
- ✓ Have a clean desk, no headphones, no smart watches and no notes or documents on your desk. Cell phone is not allowed.
- ✓ [Watch this short video about your Pre-Exam Checklist.](#)
- ✓ Mark every answer, and when the exam is completed, just click on the “Submit” button.
- ✓ **GOOD LUCK !!!**

DOWNLOAD PROCTORU EXTENSION



[Home](#) > [Extensions](#) > ProctorU



ProctorU

Offered by: [proctoru.com](#)

★★★★★ 220 | [Productivity](#) | 500,000+ users

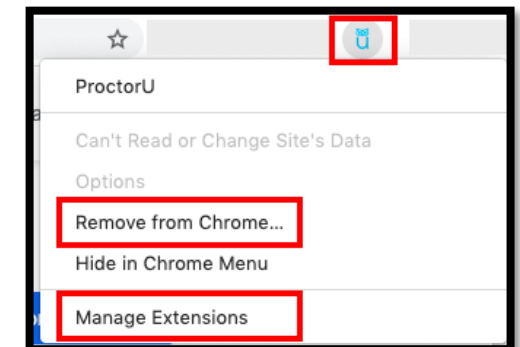
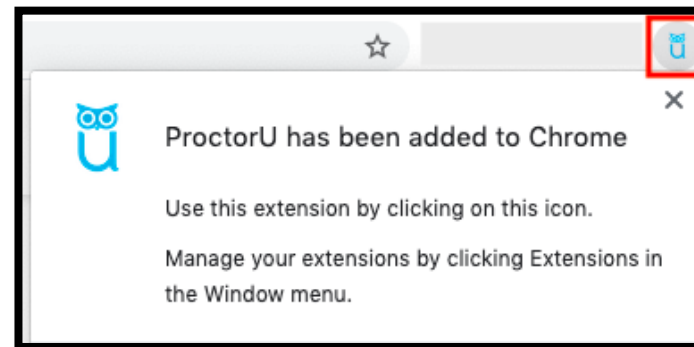
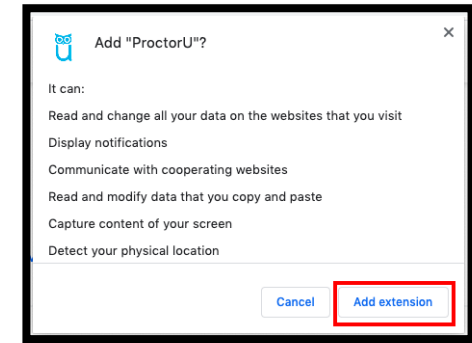
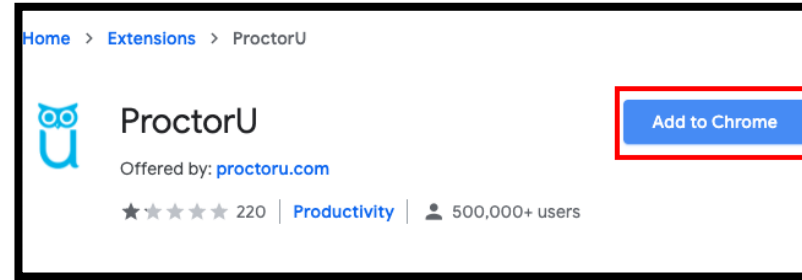
[Add to Chrome](#)

For the exam, you need to download the “Proctor-U” extension. This is a very easy process.

Follow the instructions in the next slides on how to install it.

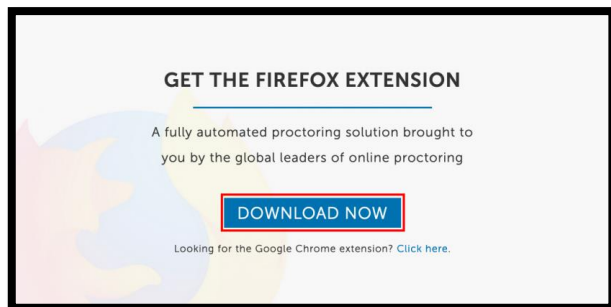
Using Chrome? Please download the ProctorU extension as shown below.

1. Open Chrome and click on [ProctorU Extension Link](#) to download it.
2. Click “Add Extension” to Continue
3. Your ProctorU extension has been added. See the icon on the top right corner of browser. You are done.
4. After the exam, remove the extension by “right-clicking” on the icon and choosing “Remove from Chrome”.

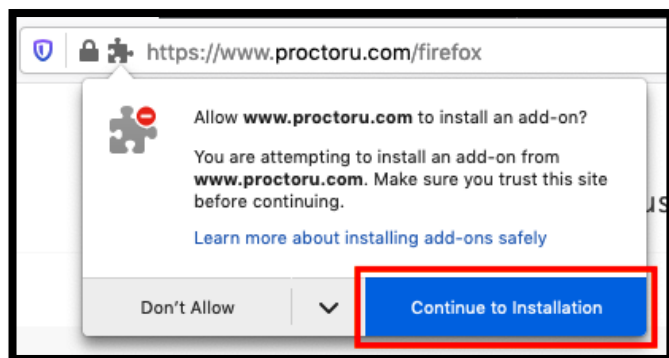


Using Firefox? Please download the ProctorU extension as shown below.

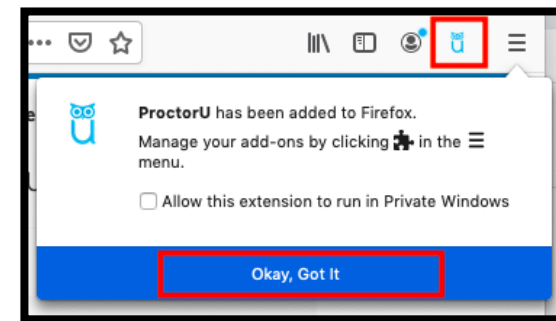
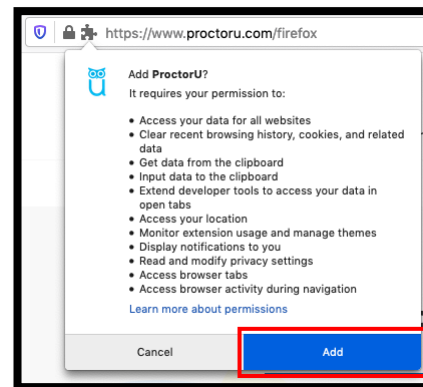
1. Open Firefox and click on [ProctorU Extension Link](#) to download it.



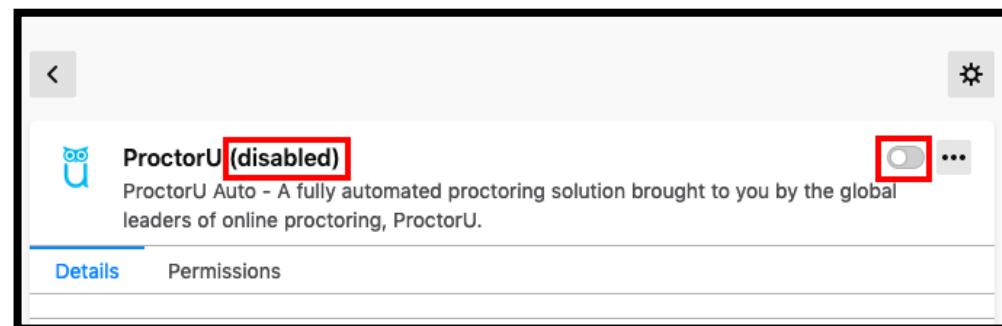
2. Click “Add Extension” to Continue



3. Your ProctorU extension has been added. See the icon on the top right corner of browser. You are done.



4. After the exam, remove the extension by “right-clicking” on the icon and choosing “Remove from Chrome”.



The background image shows a restaurant interior with several tables set with white tablecloths, glassware, and plates of food. Large windows in the background offer a view of the ocean and a sunset. The text is overlaid on this image in blue boxes with white text.

THE DAY OF THE EXAM STEPS

STEP 1: LOGIN TO ALWAYS FOOD SAFE

**STEP 2: CONNECT WITH A PROCTOR
AND SET UP YOUR COMPUTER**

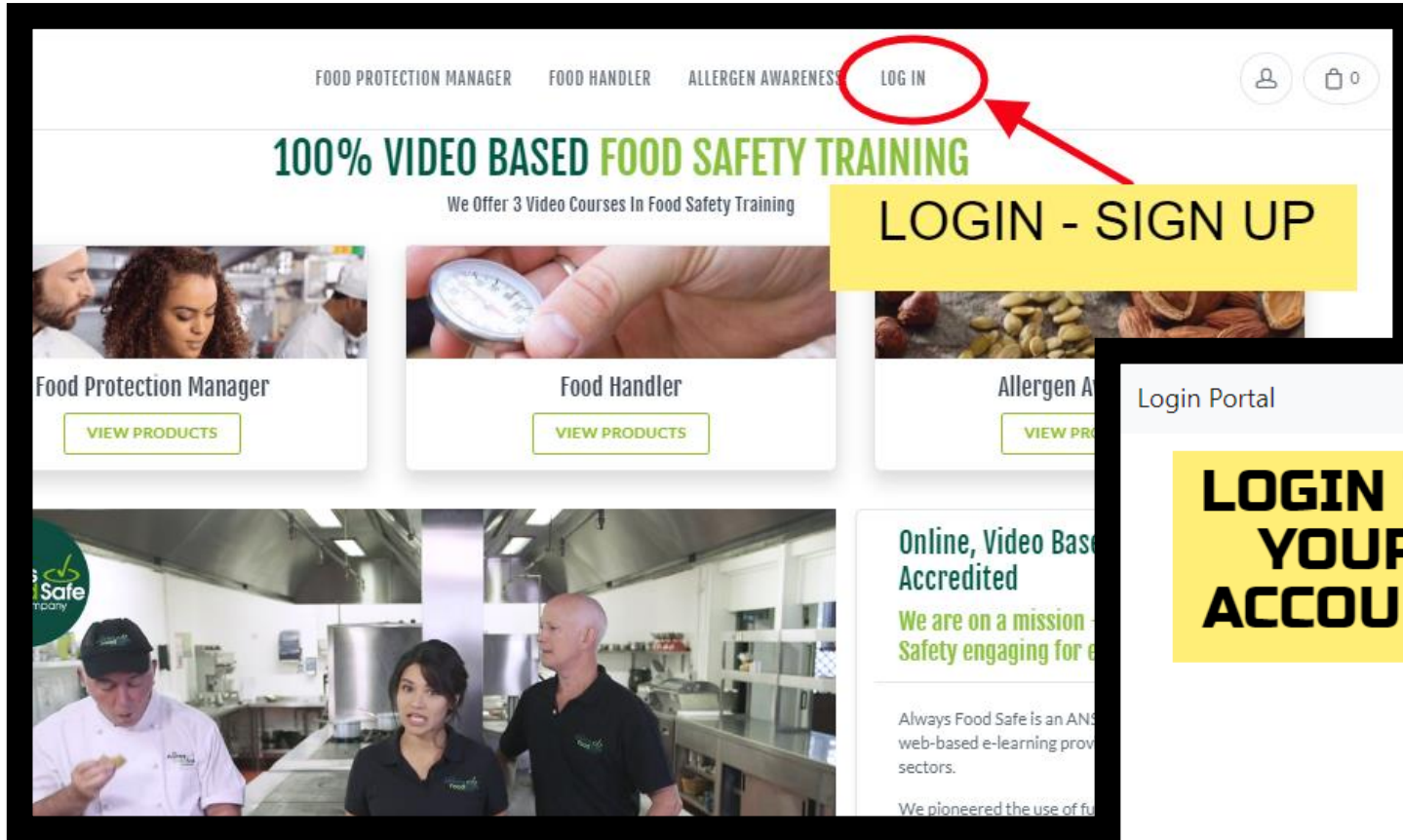
STEP 3: GET STARTED WITH YOUR EXAM

STEP 4: YOUR CERTIFICATE.

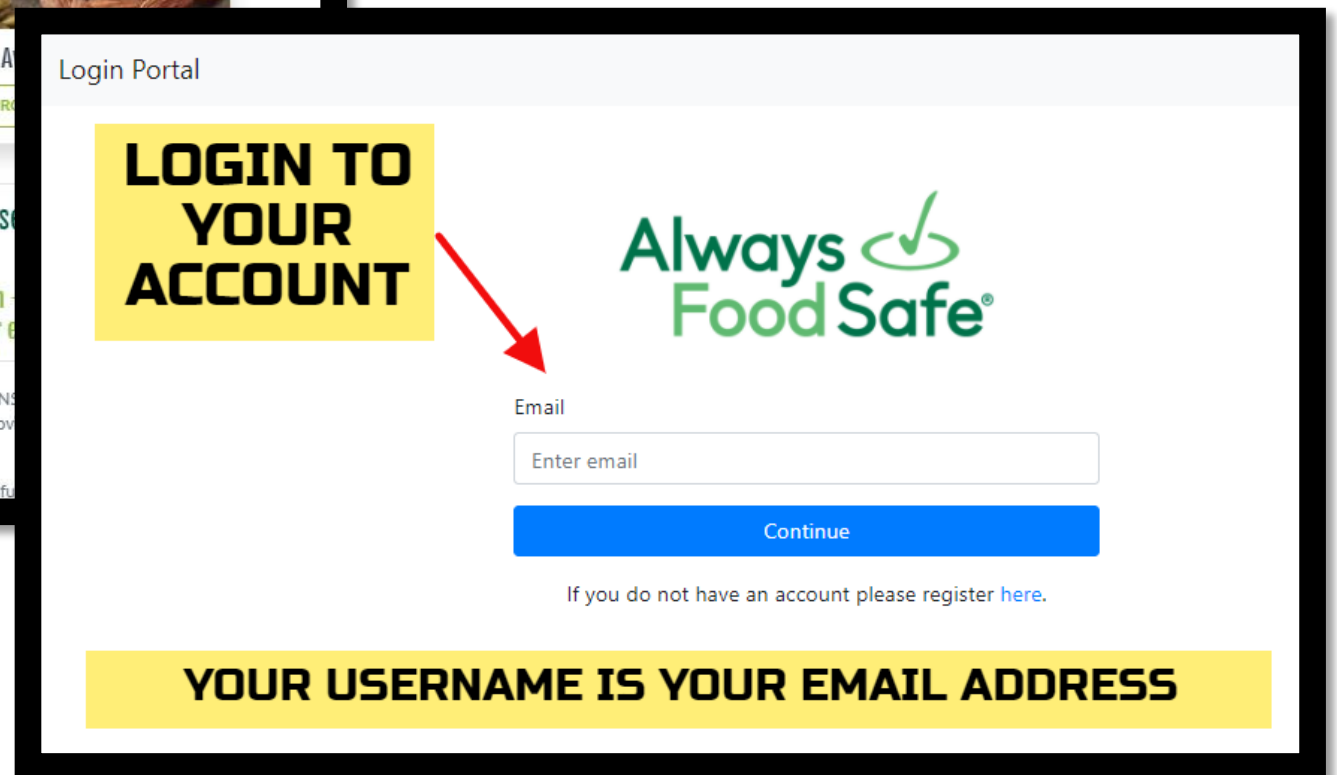
A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and glasses of wine. The table is surrounded by dark wood chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, pink, and blue, with the sun low on the horizon. The ocean is calm with gentle waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

STEP 1: LOGIN TO “ALWAYS FOOD SAFE”

FIRST STEP IS TO LOGIN AT “ALWAYS FOOD SAFE”



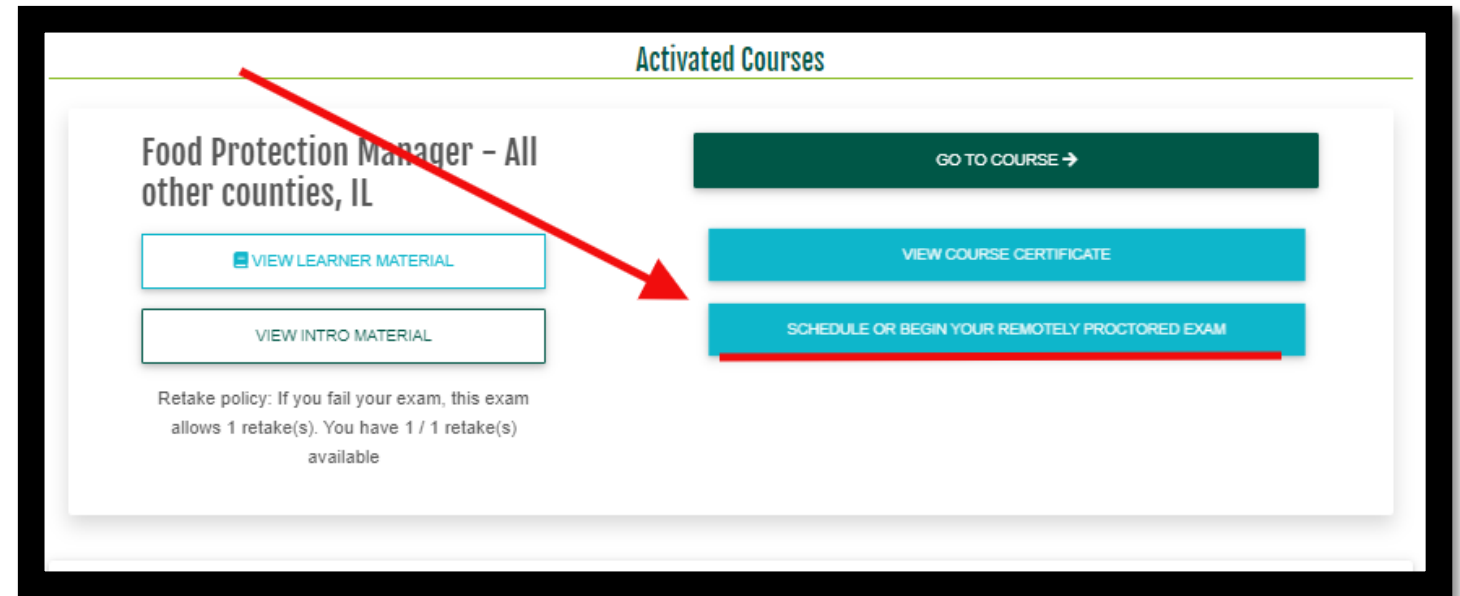
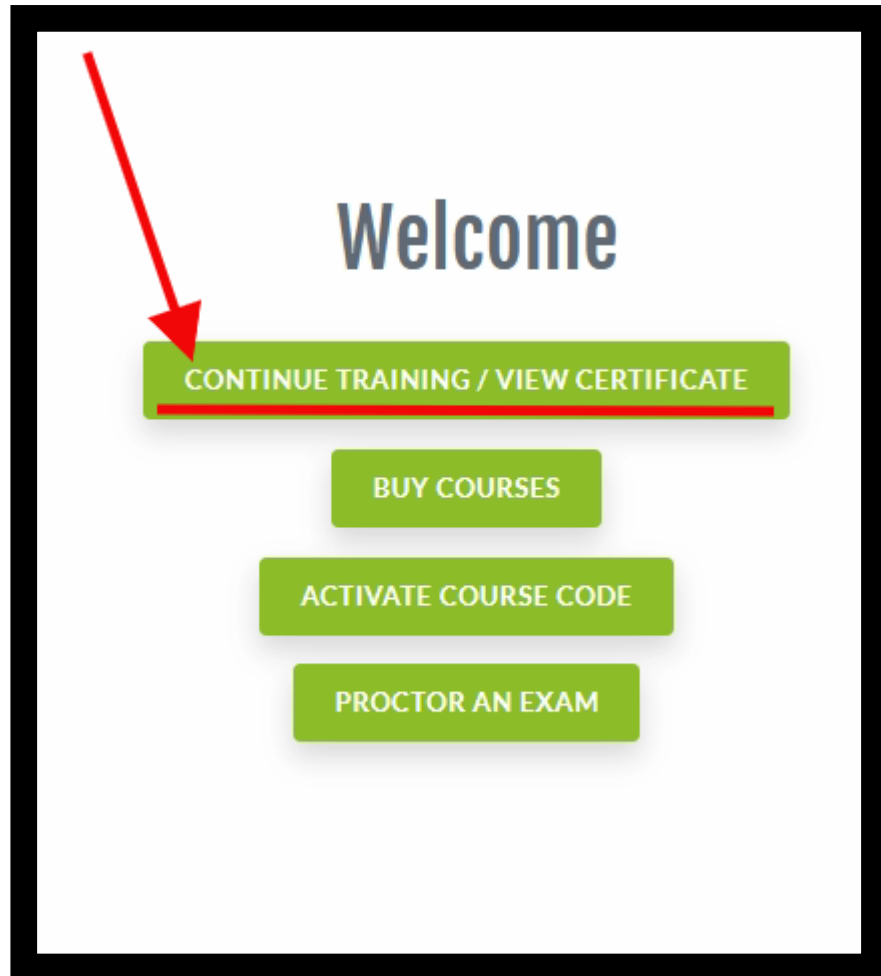
www.alwaysfoodsafecom.com



FORGOT PASSWORD? CLICK BELOW

<https://login.ncco.com/ForgotPassword>

GO TO YOUR ACCOUNT AND CLICK ON “SCHEDULE OR BEGIN YOUR REMOTELY PROCTORED EXAM”



**THIS WILL TAKE YOU AUTOMATICALLY TO “Proctor-U”
WHERE YOU WILL TAKE YOUR EXAM**

A photograph of a restaurant interior. In the foreground, a table is set with white linens, plates of food, and glasses of wine. The table is surrounded by wooden chairs with patterned upholstery. In the background, large windows offer a view of the ocean and a sunset. The sky is a mix of orange, pink, and blue, with the sun low on the horizon. The ocean is calm with gentle waves. The restaurant has a warm, inviting atmosphere with soft lighting from wall sconces.

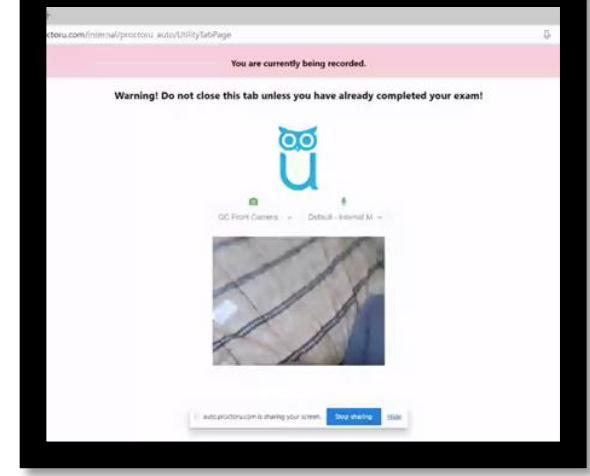
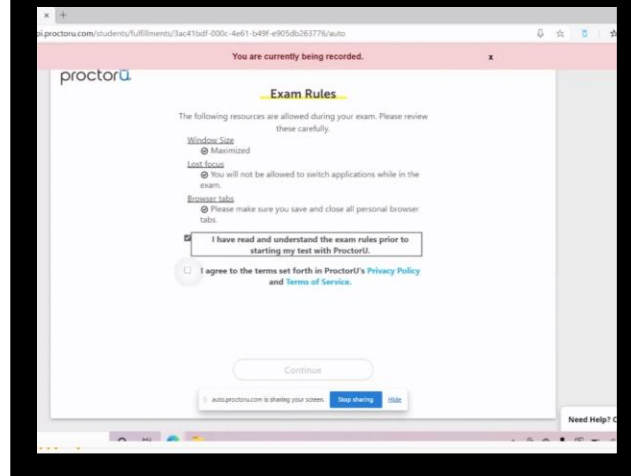
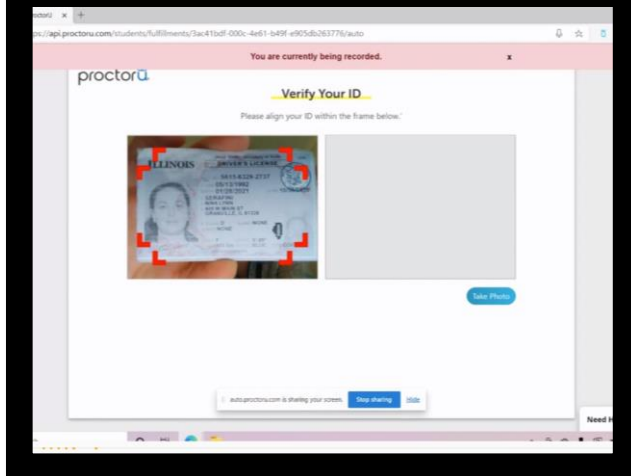
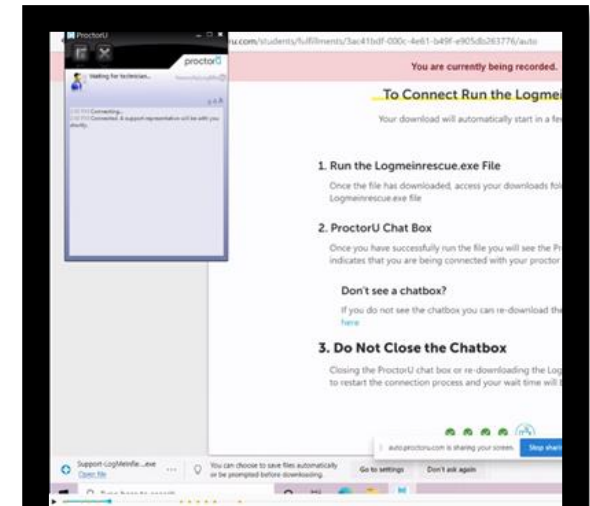
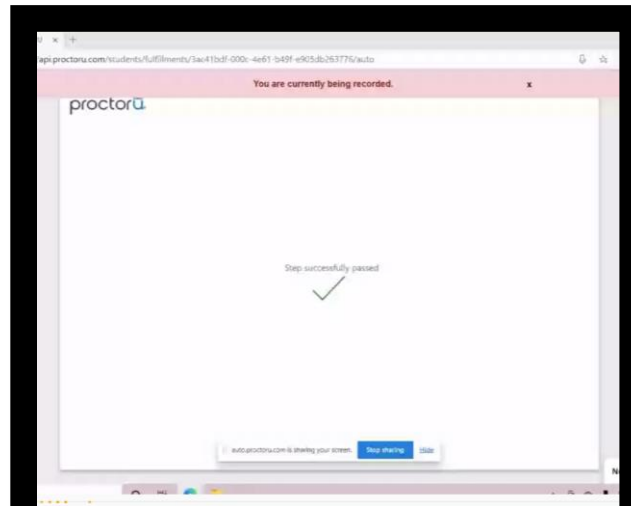
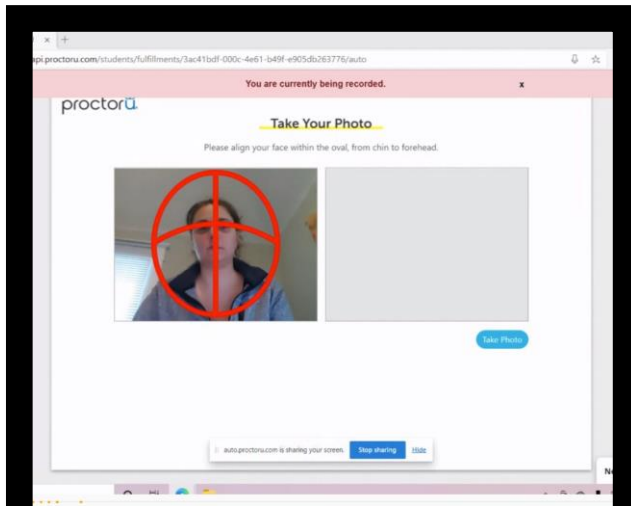
**STEP 2: CONNECT WITH A PROCTOR
AND SET UP YOUR COMPUTER**

REMEMBER TO TEST YOUR EQUIPMENT AND WAIT FOR THE PROCTOR TO CONNECT

The screenshot shows a user interface with three main buttons at the top: 'Have Questions?' (with a question mark icon), 'Test Your Equipment' (with a laptop icon), and 'Schedule New Session' (with a calendar icon). Below these buttons is a large grey box containing the text 'Time to hit the books! Your next exam begins in:'. To the right of this text is a yellow box with the text 'TEST YOUR EQUIPMENT'. A red arrow points from the yellow box to the 'Test Your Equipment' button. Below the grey box is a table with four columns: 'ACTIVE EXAMS', 'DATE & TIME', 'STATUS', and 'ACTIONS'.

ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS
Food Protection Manager 618851 Always Food Safe	01/18/2021 4:40PM EST	Scheduled	Reschedule Premium Reschedule Cancel

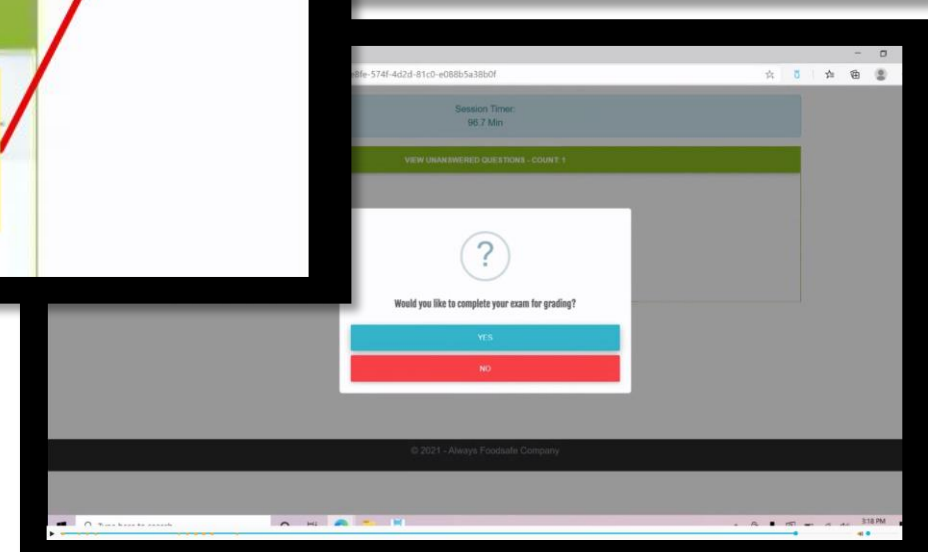
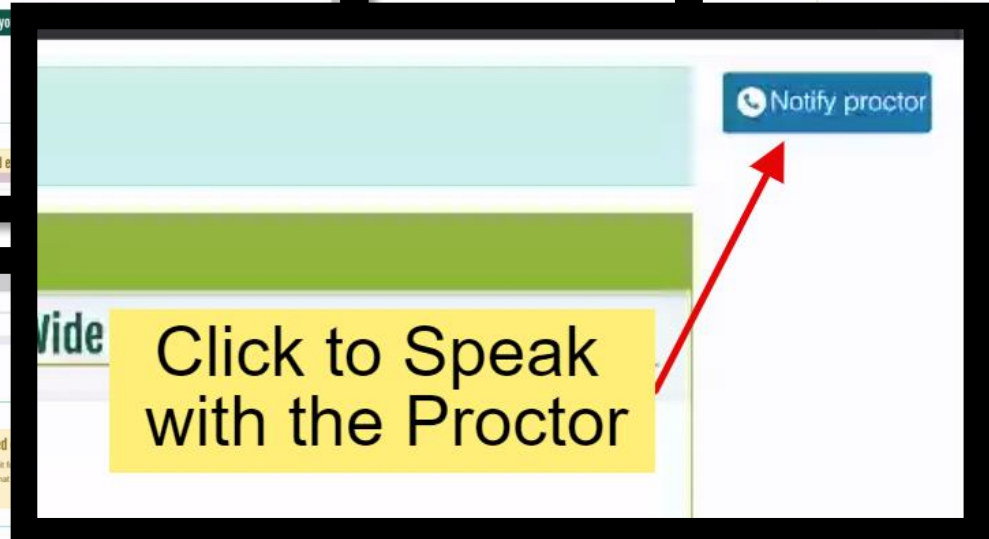
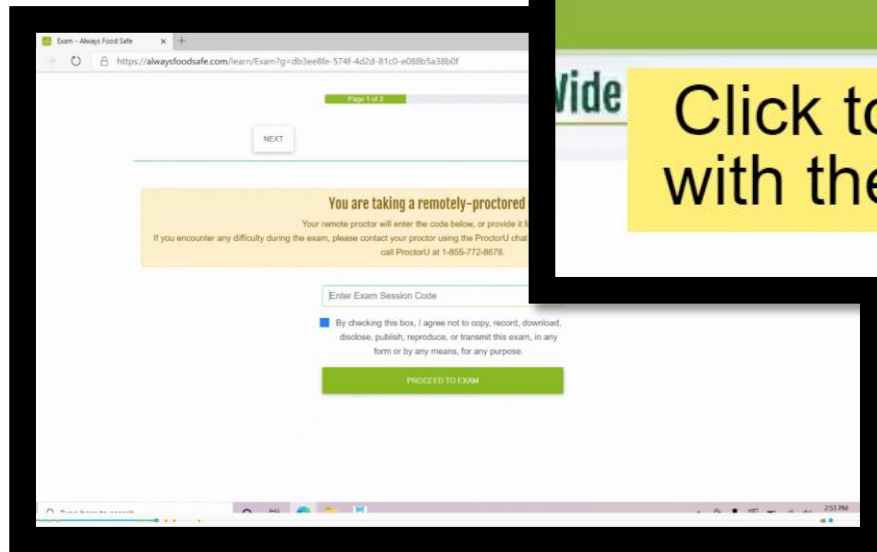
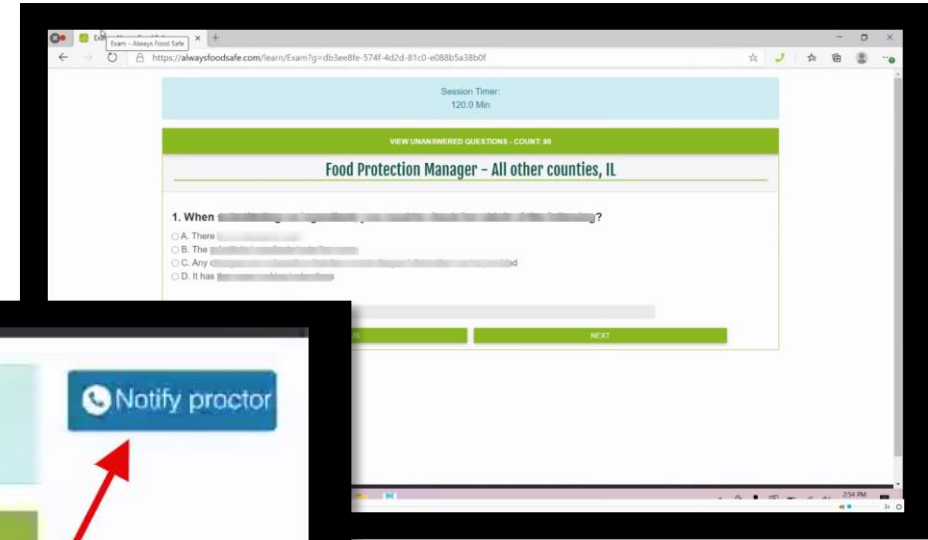
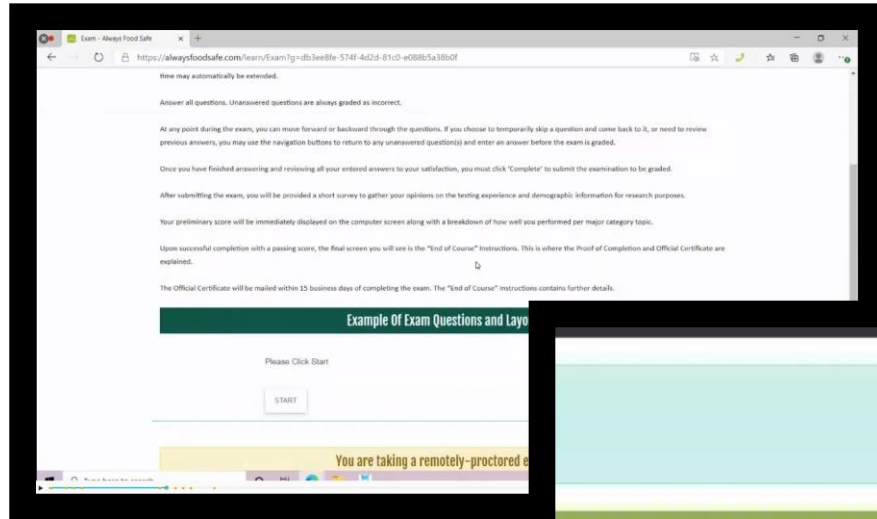
A PROCTOR WILL CONNECT VIA CHATBOX, CHECK YOUR I.D. AND SET UP YOUR COMPUTER



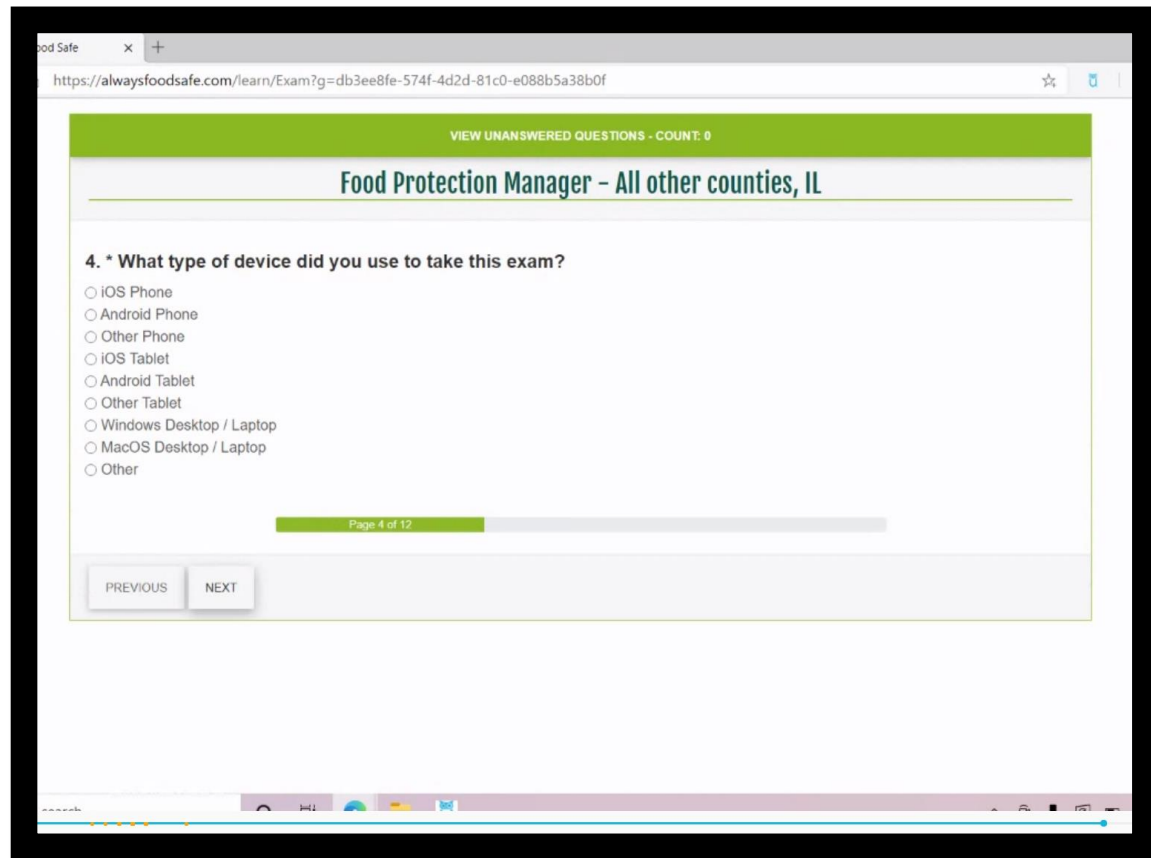


STEP 3: GET STARTED WITH YOUR EXAM

ONCE SET UP, THE EXAM WILL START!



WHEN THE EXAM IS COMPLETED, YOU WILL ANSWER A FINAL QUESTIONNAIRE AND SEE YOUR RESULTS



Food Safe x +
https://alwaysfoodsafes.com/learn/Exam?g=db3ee8fe-574f-4d2d-81c0-e088b5a38b0f

VIEW UNANSWERED QUESTIONS - COUNT: 0

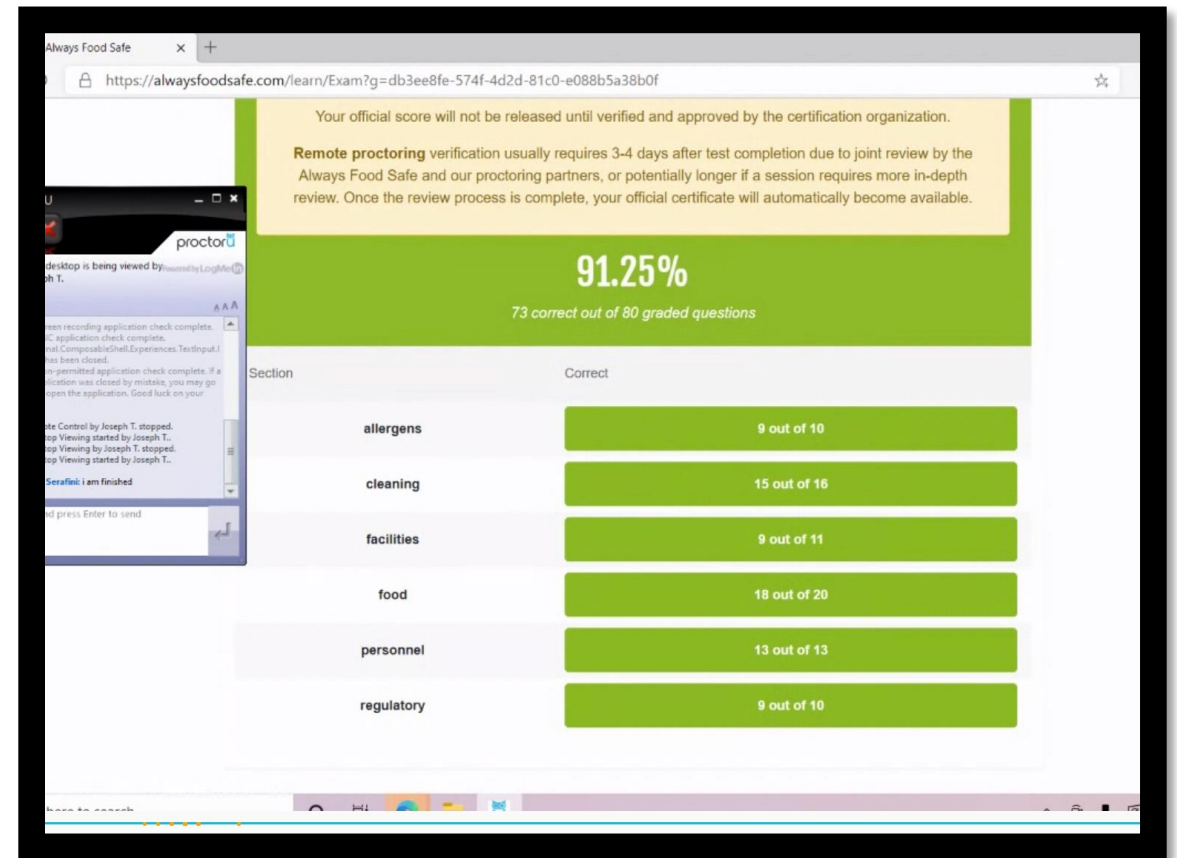
Food Protection Manager - All other counties, IL

4. * What type of device did you use to take this exam?

- ☐ iOS Phone
- ☐ Android Phone
- ☐ Other Phone
- ☐ iOS Tablet
- ☐ Android Tablet
- ☐ Other Tablet
- ☐ Windows Desktop / Laptop
- ☐ MacOS Desktop / Laptop
- ☐ Other

Page 4 of 12

PREVIOUS NEXT



Always Food Safe x +
https://alwaysfoodsafes.com/learn/Exam?g=db3ee8fe-574f-4d2d-81c0-e088b5a38b0f

Your official score will not be released until verified and approved by the certification organization.

Remote proctoring verification usually requires 3-4 days after test completion due to joint review by the Always Food Safe and our proctoring partners, or potentially longer if a session requires more in-depth review. Once the review process is complete, your official certificate will automatically become available.

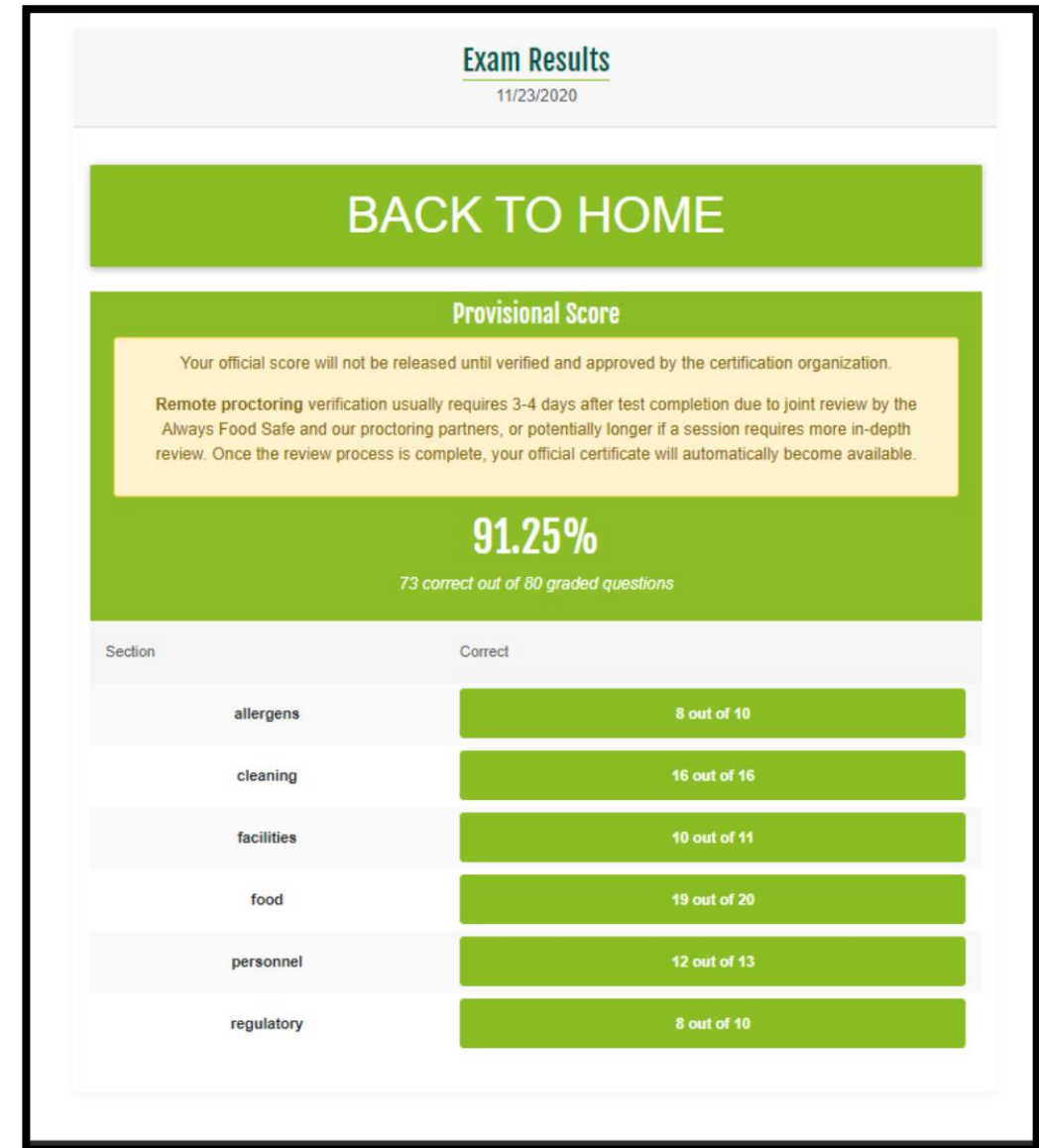
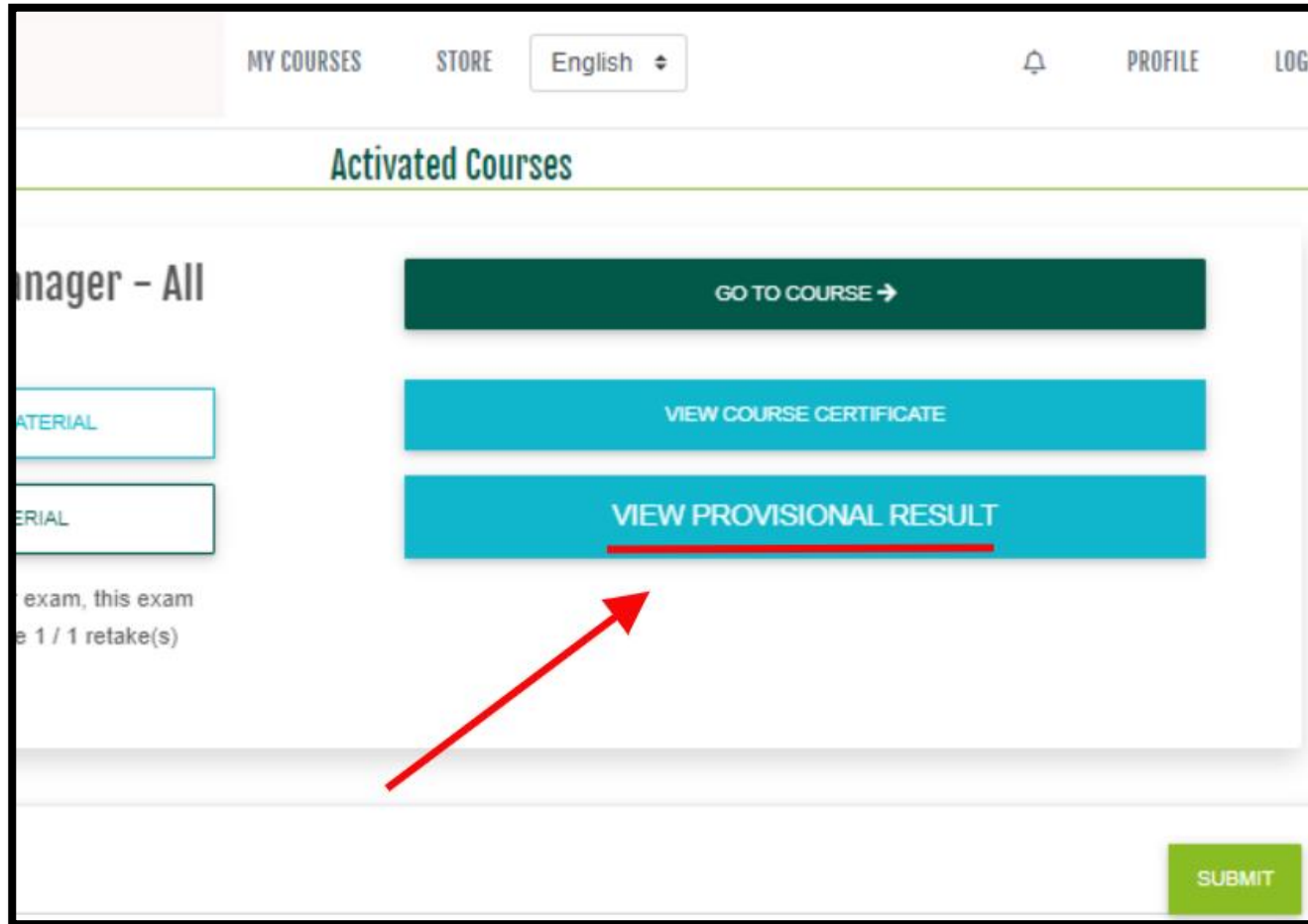
91.25%
73 correct out of 80 graded questions

Section	Correct
allergens	9 out of 10
cleaning	15 out of 16
facilities	9 out of 11
food	18 out of 20
personnel	13 out of 13
regulatory	9 out of 10



AFTER THE EXAM: YOUR CERTIFICATE !

**PROVISIONAL RESULTS ARE
IMMEDIATELY AVAILABLE AFTER
COMPLETING YOUR EXAM.**



DOWNLOAD
YOUR
CERTIFICATE!

Your Certificate will
be available for
Download three
business days after
completing your
Exam



CERTIFICATE

of

COMPLETION

Aaron Hickerson

for successfully completing the standards set forth for the

Food Protection Manager

which is accredited by the American National Standards Institute (ANSI) - Certificate for Food Protection (CFP)



The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafec.com

Date Completed:

Learner reference:

Certificate #:

Instructor Name:

Exam Location:

Valid through:

Course Reference:

Exam Form #:

Exam Form Name:

Status:

A handwritten signature in black ink.

Nick Eastwood
President
The Always Food Safe Company



CONGRATULATIONS!

QUESTIONS OR COMMENTS?

help@alwaysfoodsafecompany.com

the
Always
Food Safe
company

