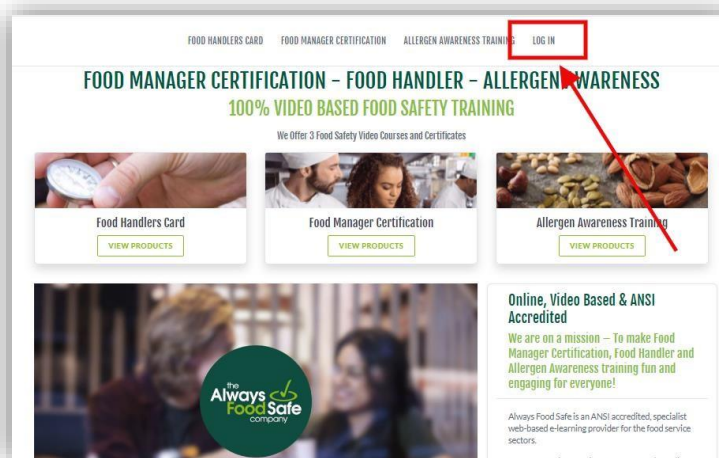


# AFS PROCTOR GUIDE

## STEP BY STEP INSTRUCTIONS TO PROCTOR THE “ALWAYS FOOD SAFE” FOOD MANAGER EXAM

### 1- LOGIN AND GO TO THE PROCTORING AREA.

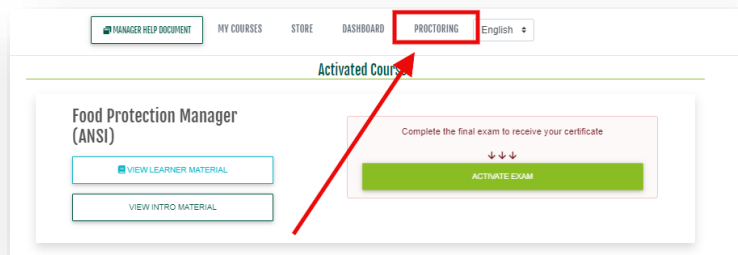
Web: [www.alwaysfoodsafes.com](http://www.alwaysfoodsafes.com)



Click on **“PROCTOR AN EXAM”** from the pop-up window, or  
**“GO TO YOUR COURSES”** from the homepage.

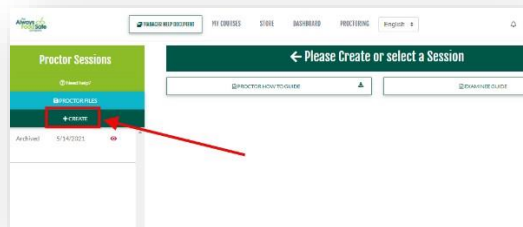


Click on “Proctoring” to go to your Proctoring Area.



## 2. HOW TO CREATE AN EXAM SESSION

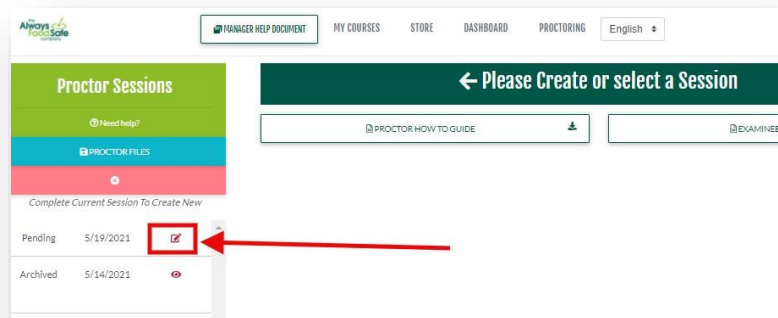
From your Proctoring area, click on “CREATE” to get started.  
Next is to fill up all the information for the session.  
Once done click the “SUBMIT” button.

A screenshot of the 'Create Session' form. The form is divided into several sections: 'Create Information', 'Student Location', and 'Extra Information'. The 'Create Information' section includes fields for 'Exam Start Date', 'Exam Start Time', 'Exam End Date', 'Exam End Time', 'Exam Duration', and 'Exam Standard Time'. The 'Student Location' section includes fields for 'Line 1', 'Line 2', 'City', 'State', 'Zip Code', and 'Zip Code'. The 'Extra Information' section includes a text area for 'Additional Notes'. A red arrow points to the 'SUBMIT' button at the bottom right of the form.

You have created your session, congratulations!

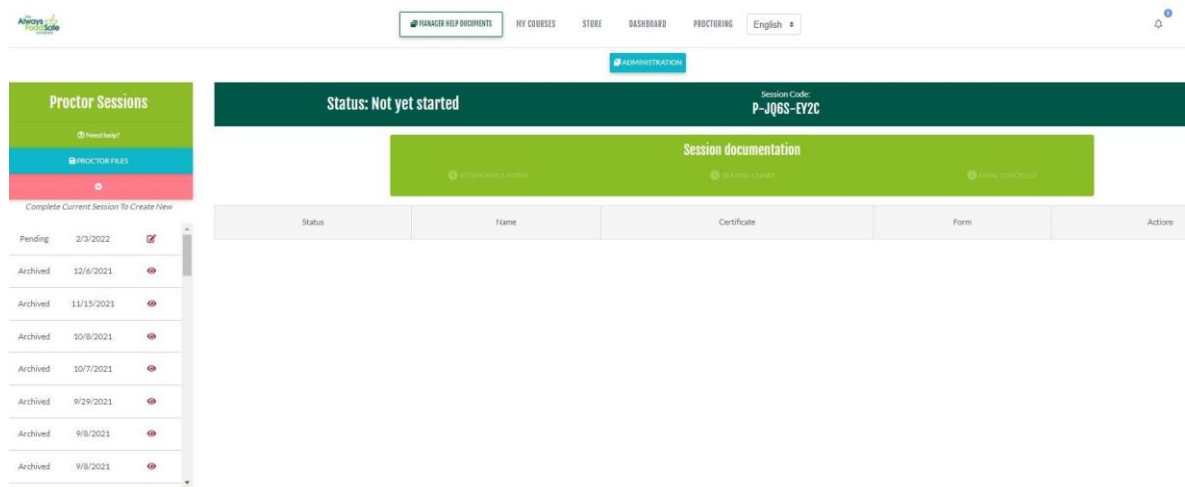
### 3. EXAM SESSION CODE FOR THE STUDENTS

Click on the Red Box with the Pen to get your “SESSION CODE”.



The “SESSION CODE” will appear at the top of the screen.

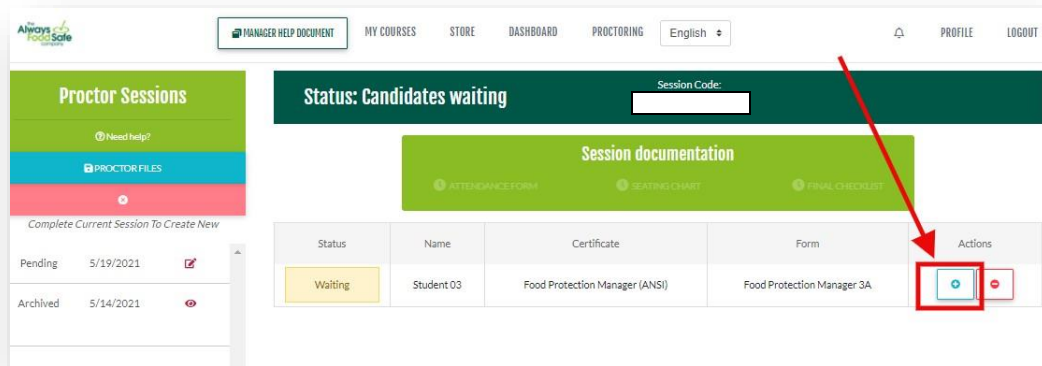
**This Session Code will begin with 'P-'**



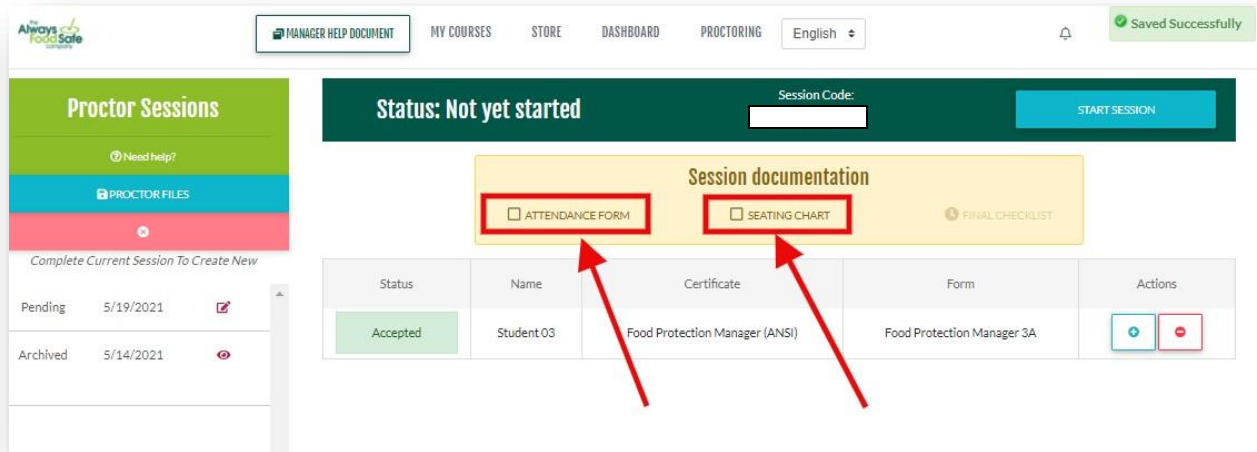
This is the code your students will type in on their exam screen to enter this exam session.

#### **4. ACCEPT THE STUDENTS INTO THE SESSION AND GET READY TO THE START OF THE EXAM.**

Click on the Blue Button shown below to accept your students into the session.

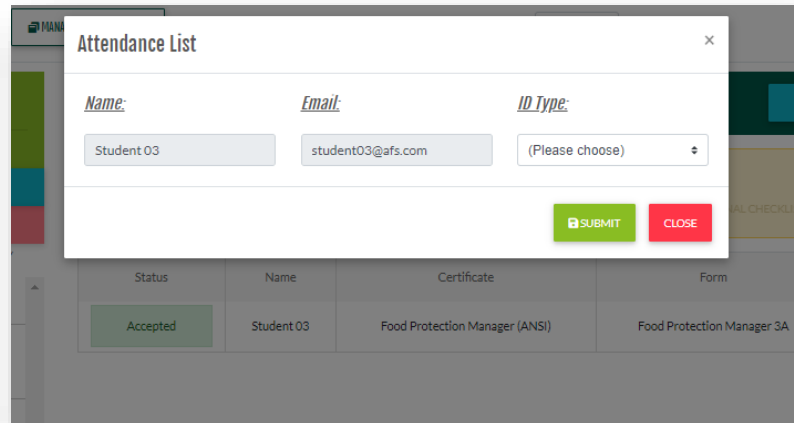


Complete the Attendance Form and the sitting Chart.



## ATTENDANCE FORM:

Verify the I.D. of the exam takers and chose the type of I.D.



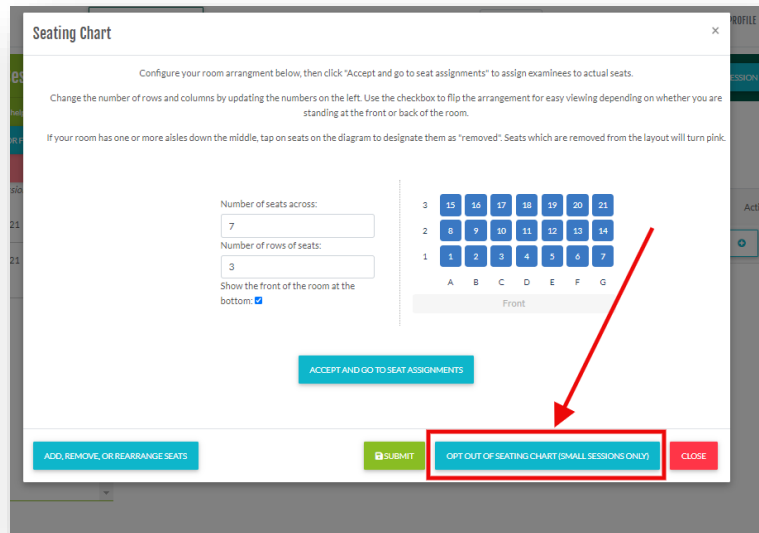
The Attendance List form is a modal window with a title bar and a close button. It contains three input fields: Name (Student 03), Email (student03@afs.com), and ID Type (Please choose). Below these fields are two buttons: SUBMIT and CLOSE. The form is overlaid on a background showing a table with columns: Status, Name, Certificate, and Form. The table contains one row with the following data: Accepted, Student 03, Food Protection Manager (ANSI), and Food Protection Manager 3A.

Status	Name	Certificate	Form
Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A

## SITTING CHART:

Complete the sitting chart. For Sessions with 1 to 10 students, just click on:

“OPT OUT OF SEATING CHART (SMALL SESSION ONLY)”



The Seating Chart form is a modal window with a title bar and a close button. It contains a text area for instructions, a checkbox for "Show the front of the room at the bottom", and a grid of seats. The grid is 3 rows by 7 columns, with seats numbered 1 to 21. A red arrow points to the "OPT OUT OF SEATING CHART (SMALL SESSIONS ONLY)" button at the bottom right.

Configure your room arrangement below, then click "Accept and go to seat assignments" to assign examinees to actual seats.

Change the number of rows and columns by updating the numbers on the left. Use the checkbox to flip the arrangement for easy viewing depending on whether you are standing at the front or back of the room.

If your room has one or more aisles down the middle, tap on seats on the diagram to designate them as "removed". Seats which are removed from the layout will turn pink.

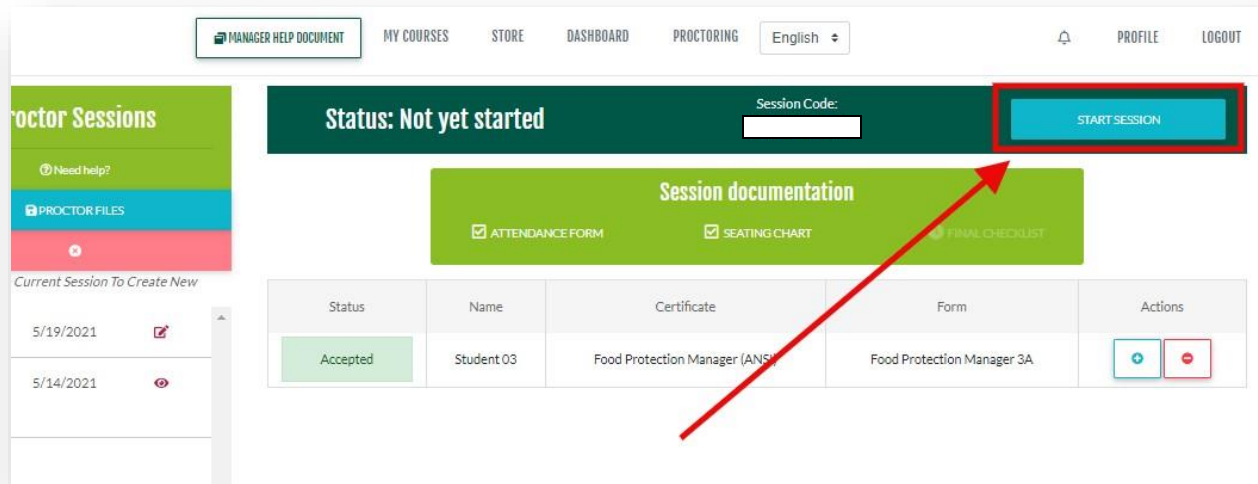
Number of seats across: 7  
Number of rows of seats: 3  
Show the front of the room at the bottom: ☒

ACCEPT AND GO TO SEAT ASSIGNMENTS

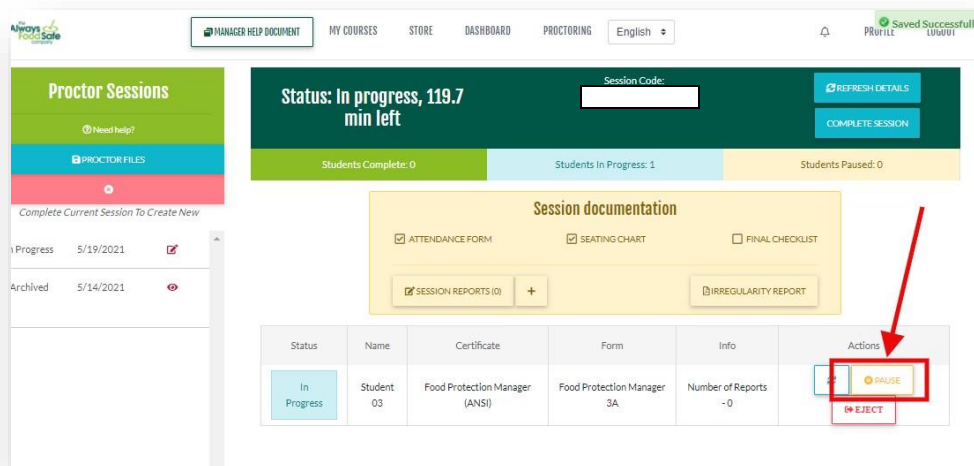
ADD, REMOVE, OR REARRANGE SEATS SUBMIT OPT OUT OF SEATING CHART (SMALL SESSIONS ONLY) CLOSE

## 5. THE STUDENTS HAVE BEEN ACCEPTED INTO THE SESSION: IT'S TIME TO START THE EXAM

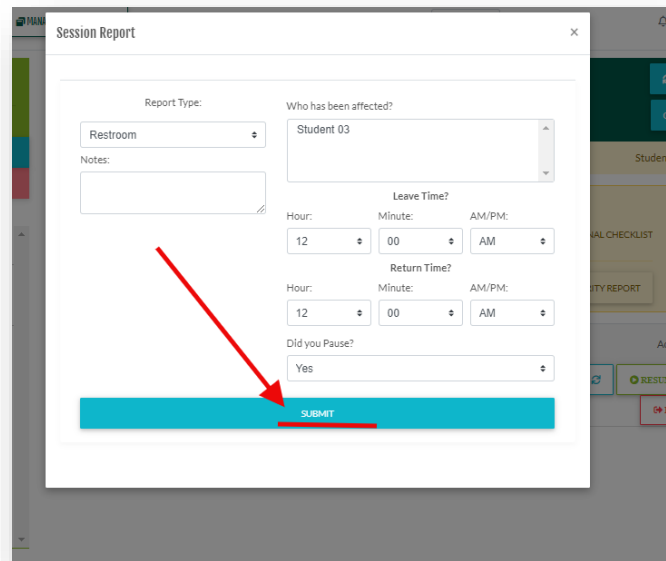
Click on “**START EXAM**” to get the exam started.



Can a student use the restroom or step outside of the room?  
Yes. Always remember to use your discretion as a proctor.  
Click on the “**PAUSE**” button.



Fill up the session report and click on the “**SUBMIT**” button.  
The student will be able to continue with the exam.

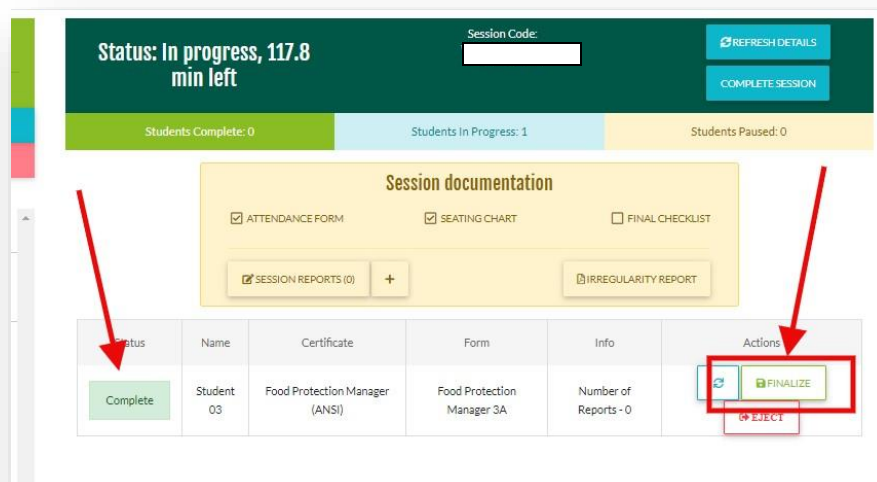


The image shows a 'Session Report' modal form. It contains the following fields:

- Report Type: A dropdown menu with 'Restroom' selected.
- Who has been affected?: A dropdown menu with 'Student 03' selected.
- Notes: A text area.
- Leave Time?: Fields for Hour (12), Minute (00), and AM/PM (AM).
- Return Time?: Fields for Hour (12), Minute (00), and AM/PM (AM).
- Did you Pause?: A dropdown menu with 'Yes' selected.
- A large blue 'SUBMIT' button at the bottom, which is highlighted by a red arrow.

## **6. FINISHING THE EXAM**

Click on the “**FINALIZE**” button.



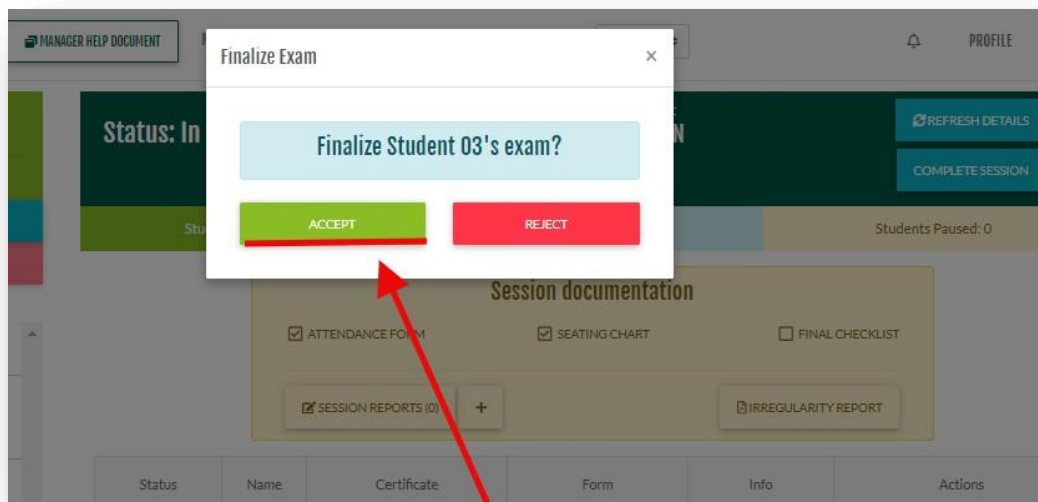
The image shows an exam dashboard with the following elements:

- Top status bar: 'Status: In progress, 117.8 min left' and a 'Session Code' field.
- Buttons: 'REFRESH DETAILS' and 'COMPLETE SESSION'.
- Progress bar: 'Students Complete: 0', 'Students In Progress: 1', 'Students Paused: 0'.
- Session documentation section: Checkboxes for 'ATTENDANCE FORM', 'SEATING CHART', and 'FINAL CHECKLIST'. Below them are buttons for 'SESSION REPORTS (0)' and 'IRREGULARITY REPORT'.
- Table with columns: Status, Name, Certificate, Form, Info, and Actions.

Status	Name	Certificate	Form	Info	Actions
Complete	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	Number of Reports - 0	<div><div>↺</div><div><b>FINALIZE</b></div><div>↻</div></div>

A red arrow points to the 'Complete' status in the first row of the table. Another red arrow points to the 'FINALIZE' button in the 'Actions' column of the same row.

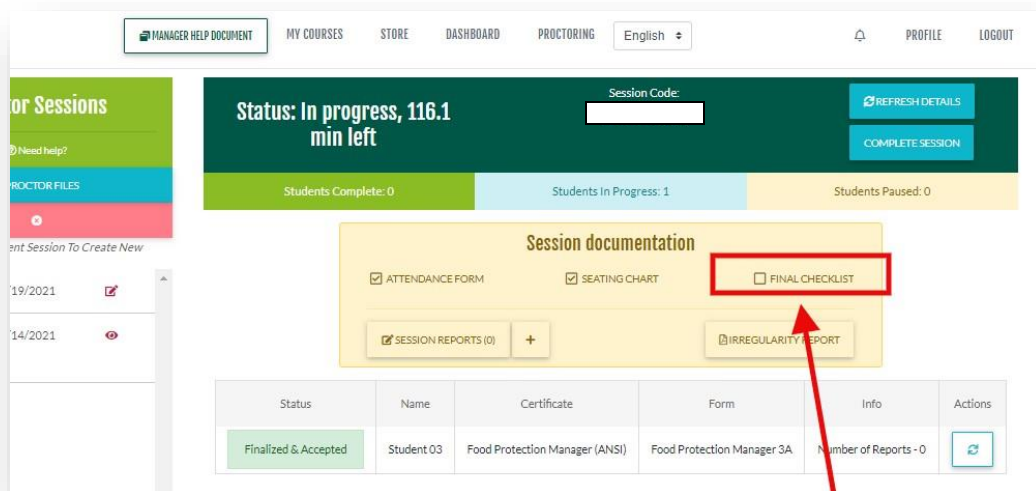
Confirm by clicking **“SUBMIT”**.



## **7. FINAL CHECKLIST AND CLOSING THE EXAM**

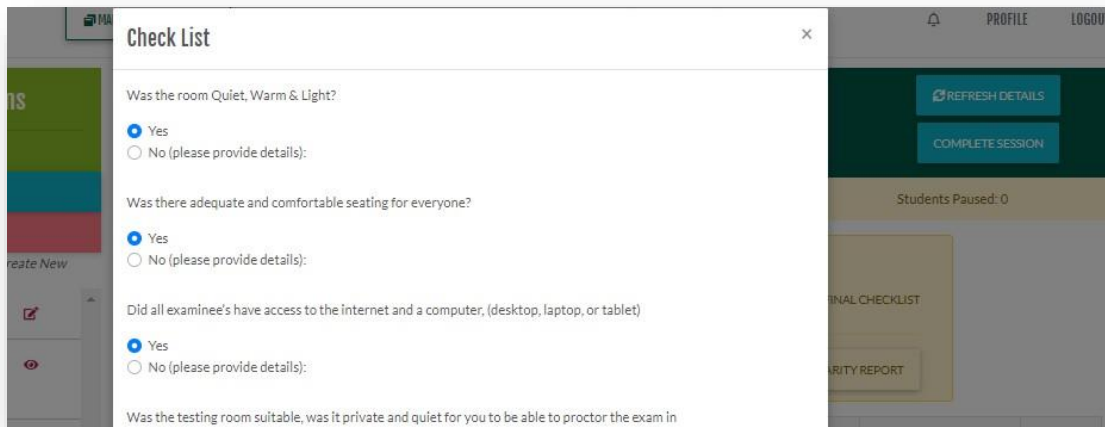
It is now time to complete the final checklist and close the exam session.

Click on **“FINAL CHECKLIST”**





Complete checklist. Click the “**SUBMIT**” button at the bottom.



A modal window titled "Check List" with a close button (X) in the top right corner. It contains four questions, each with a "Yes" radio button selected and a "No (please provide details):" text input field.

Was the room Quiet, Warm & Light?

☒ Yes  
☐ No (please provide details):

Was there adequate and comfortable seating for everyone?

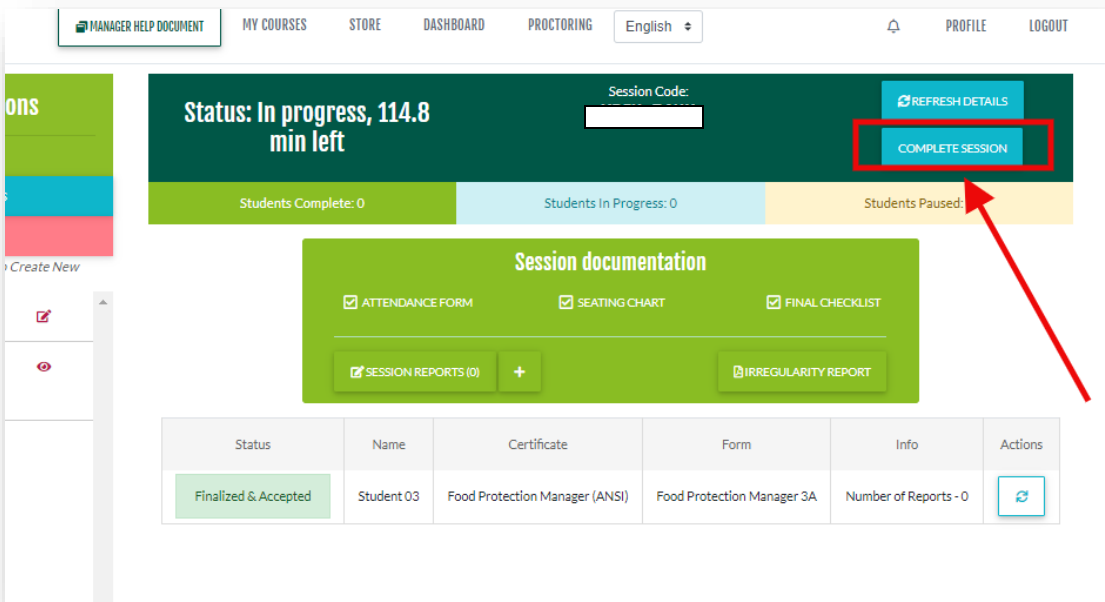
☒ Yes  
☐ No (please provide details):

Did all examinee's have access to the internet and a computer, (desktop, laptop, or tablet)

☒ Yes  
☐ No (please provide details):

Was the testing room suitable, was it private and quiet for you to be able to proctor the exam in

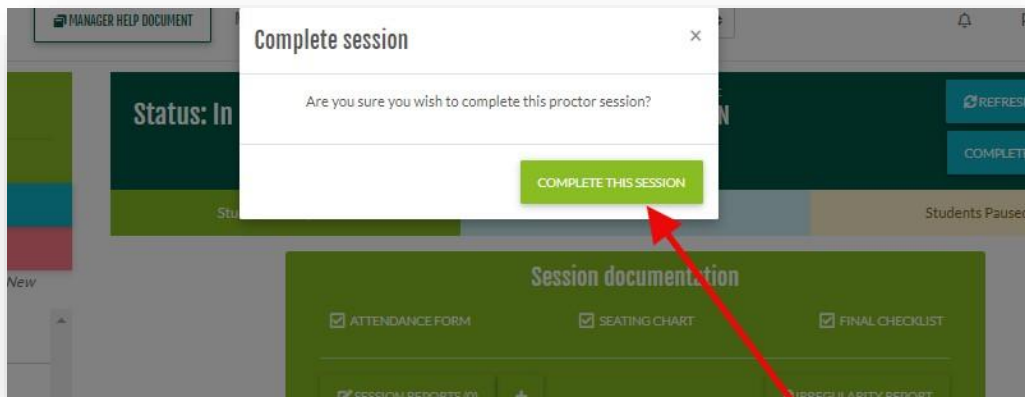
Click on “**COMPLETE SESSION**” to finalize the process.



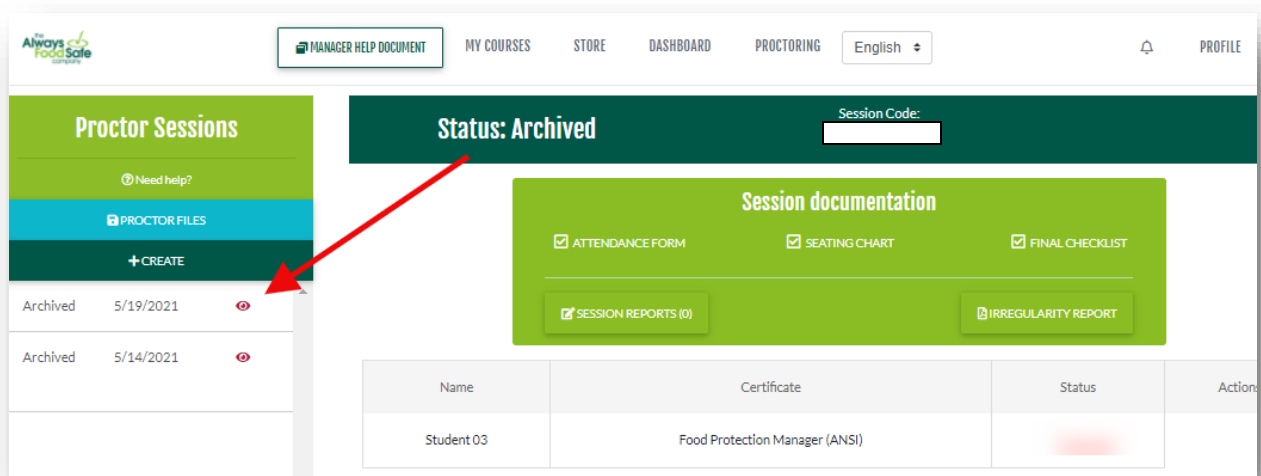
The dashboard shows the session status as "In progress, 114.8 min left". A red box highlights the "COMPLETE SESSION" button, with a red arrow pointing to it. Below the status bar, there are three colored boxes: "Students Complete: 0" (green), "Students In Progress: 0" (blue), and "Students Paused: 0" (yellow). The "Session documentation" section includes checkboxes for "ATTENDANCE FORM", "SEATING CHART", and "FINAL CHECKLIST", all of which are checked. Below these are buttons for "SESSION REPORTS (0)", a "+" button, and "IRREGULARITY REPORT". At the bottom, there is a table with columns: Status, Name, Certificate, Form, Info, and Actions.

Status	Name	Certificate	Form	Info	Actions
Finalized & Accepted	Student 03	Food Protection Manager (ANSI)	Food Protection Manager 3A	Number of Reports - 0	

Click on “**COMPLETE THE SESSION**”



This concludes the exam session, and it is automatically archived.



# CONGRATULATIONS!

You have successfully completed an exam session.

Questions?

[help@alwaysfoodsafemanager.com](mailto:help@alwaysfoodsafemanager.com)