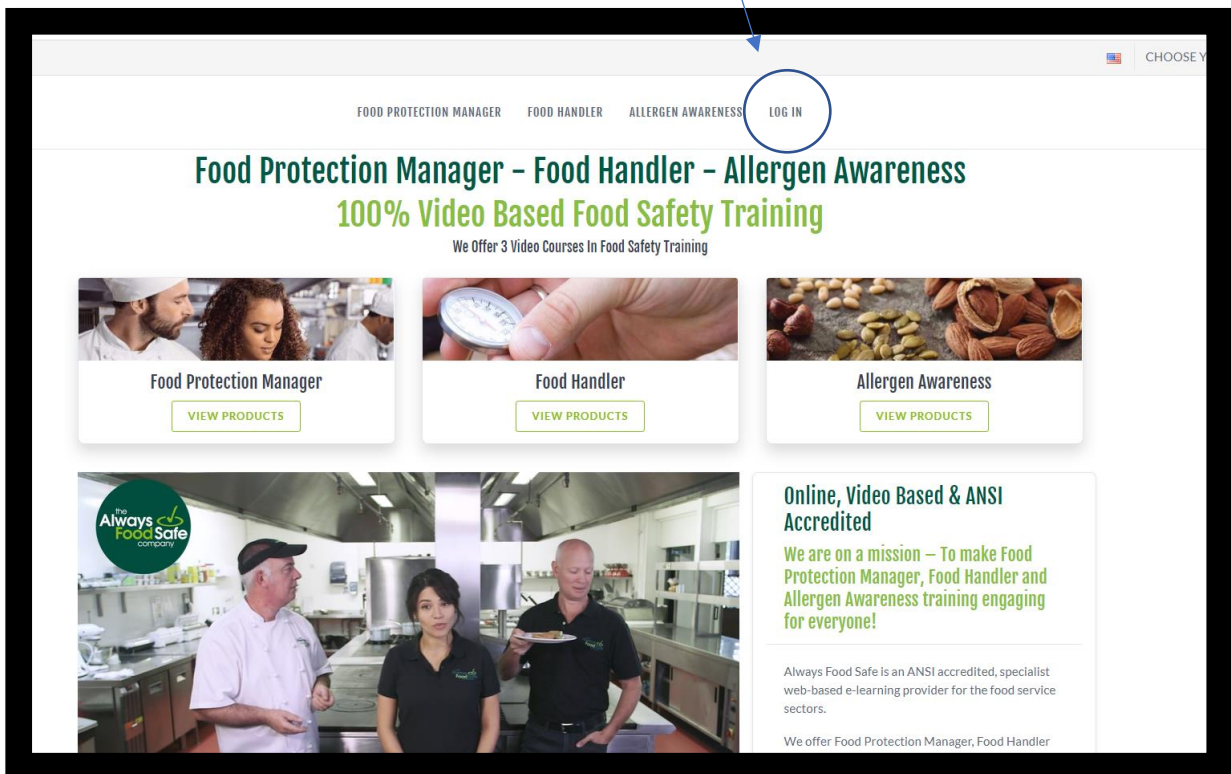


# EXAMINEE'S GUIDE FOOD MANAGER EXAM

## The Always Food Safe Company

### 1. HOW TO LOGIN OR CREATE AN ACCOUNT

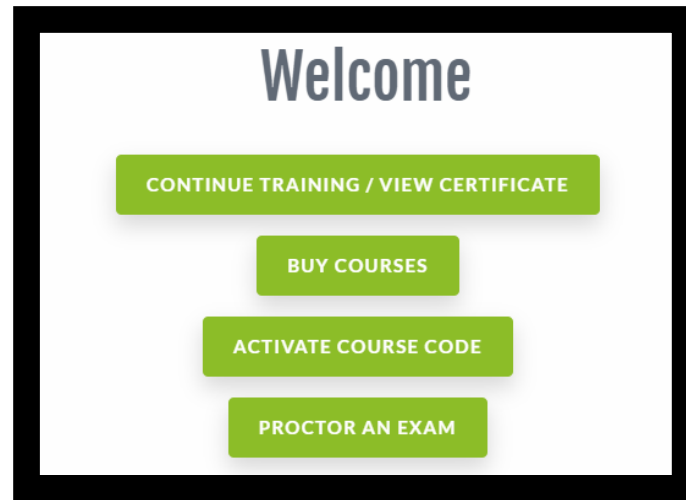
- Go to: [www.alwaysfoodsafety.com](http://www.alwaysfoodsafety.com) and click on 'Log In' in the header.



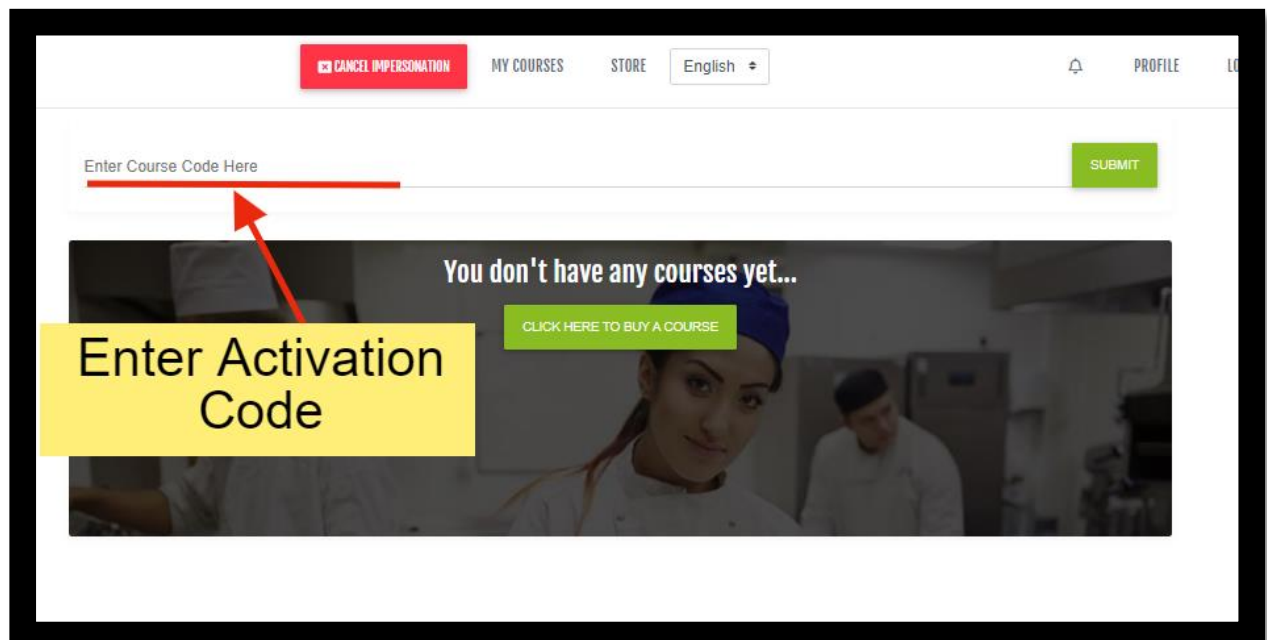
To create an account go to "New User"; to login go to "Existing User"

## 2. HOW TO USE A CODE AND ACTIVATE YOUR EXAM

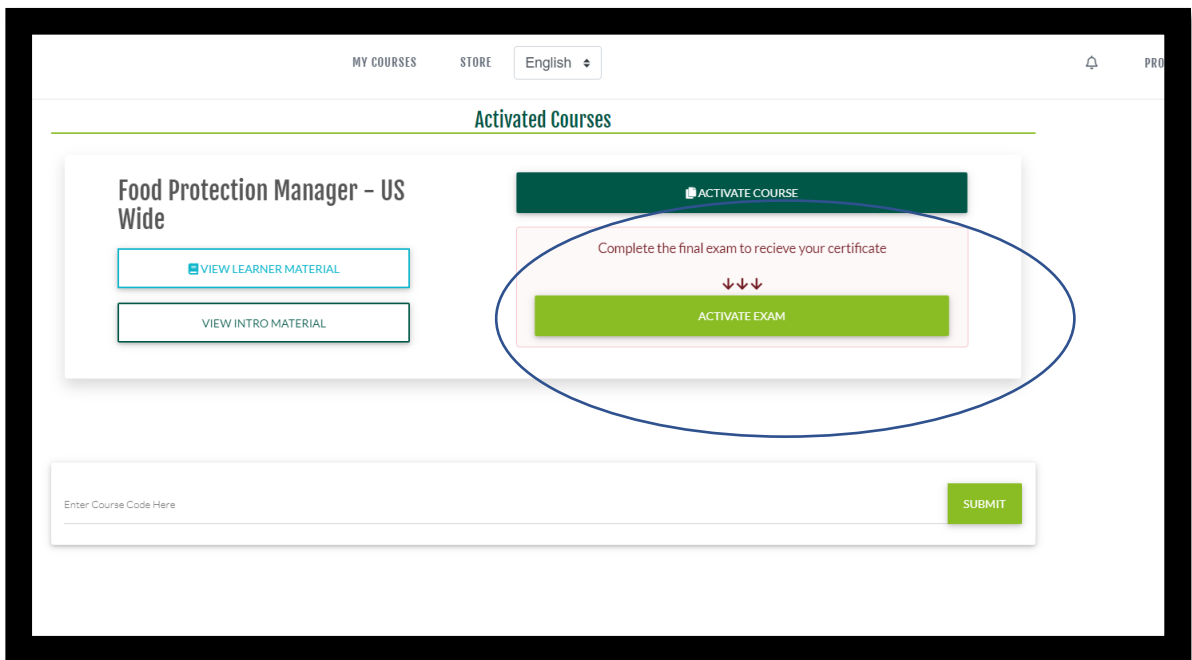
- Once logged in, click the button marked, "Continue Training/View Certificate"



- If you have an Activation Code for the exam, use it below:



- Once the exam is in your account, just click on "ACTIVATE EXAM"



- Fill in your personal details to activate your exam

The screenshot shows the 'Exam Activation' form. It includes the following fields and values:

- Language: English
- Name On Certificate: Demo User
- Phone Number: 6124589369
- Address Confirmation:
  - Line 1: 889 Montreal Circle
  - Line 2: Address Line 2
  - City: St Paul
  - State: Minnesota
  - Zip Code: 55102
- Static.SubmitPrometricExam
- Static.ExamEmailDetails (testguide@gmail.com)
- A green 'YES' button at the bottom.

### 3. HOW TO ENTER THE EXAM SESSION

***THIS CODE WILL BEGIN WITH 'P-'***

- Read the pre examination information on the screen (the proctor will also read this out loud).
- Try the example test questions to familiarize yourself with the layout of the exam.
- Enter the Exam Session Code – **This will be provided by your proctor**
- Read and agree to the “Terms of Use” and that you have read the instructions on the page.
- Click the button marked ‘Request to join a proctor session’

The screenshot shows a web interface titled "Example Of Exam Questions and Layout". At the top, it says "Please Click Start" above a "START" button. Below this is a horizontal line. Under the line is a text input field containing "1234". Below the input field are two checkboxes: the first is labeled "Please agree to our terms of use (link)" and the second is labeled "I Agree to have read the above instructions". At the bottom is a large green button labeled "REQUEST TO JOIN A PROCTOR SESSION".

You will then wait until the proctor begins the session.

## **4. TAKING YOUR FOOD MANAGER EXAM**

Once the proctor clicks "Start Session" the exam questions will appear.

After you have answered all the questions, a pop-up box will ask if you want to complete the exam. Click Yes or NO.

When you click yes, you will be asked some questions about your personal details and the examination itself.

Once completed, the screen will say "Waiting for Proctor Approval"

Once the proctor approves, you will see a Provisional Score, the pass or fail details.

### **FYI during the exam**

If you see this message during the exam, don't panic. You simply need to click 'Ok', and it will take you back to the exam

