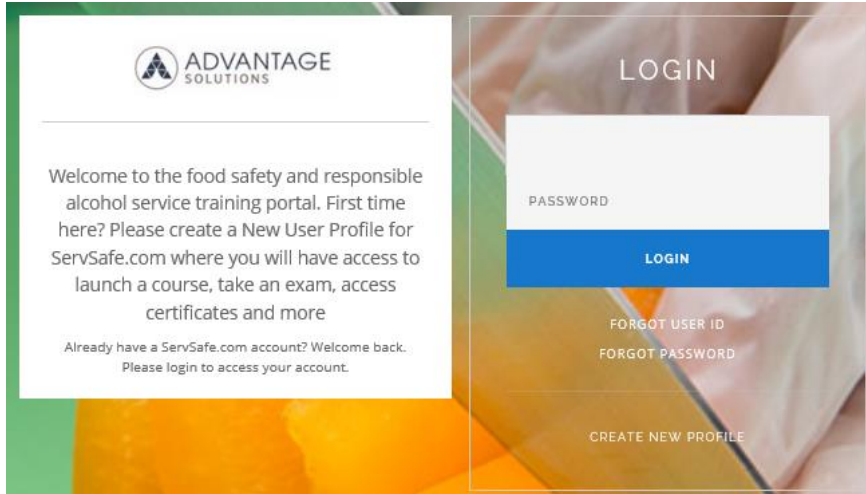
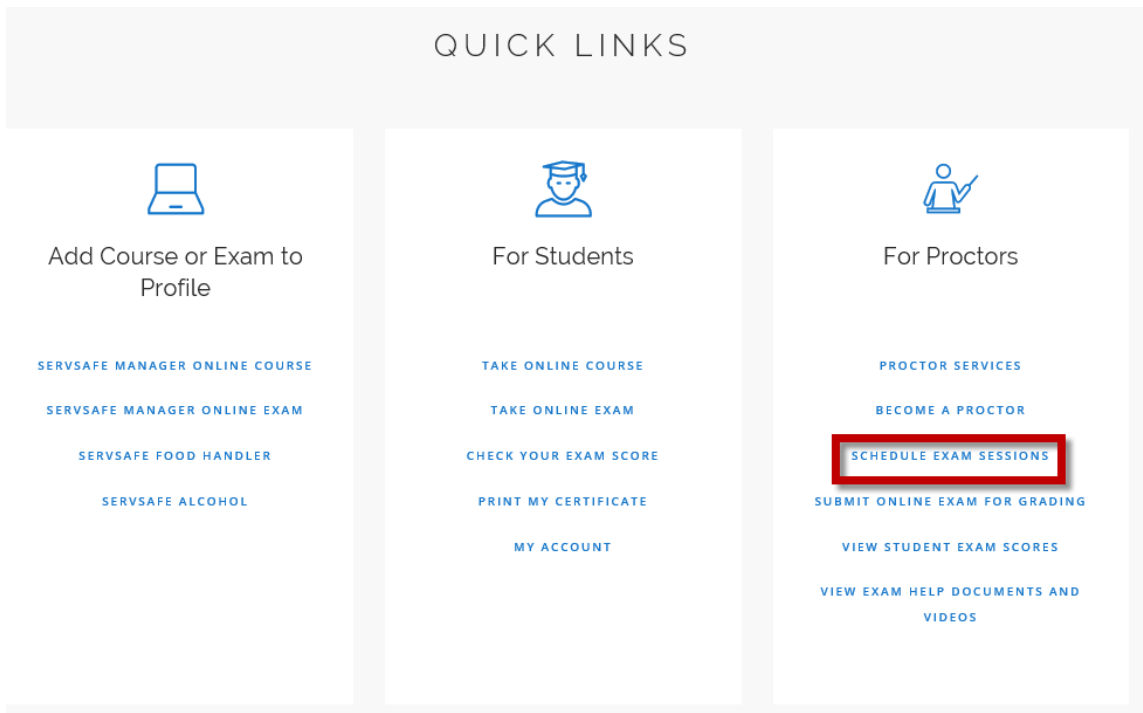


Scheduling a ServSafe Food Manager Online Exam

1. Go to [Advantage ServSafe Certification Training Site](#)
2. Log in to your ServSafe account:
enter your [User ID](#) and [Password](#), then select [Login](#)



3. In the [Quick Links](#) section, under "[For Proctors](#)". Click on [Schedule Exam Sessions](#)



Scheduling a ServSafe Food Manager Online Exam

- Click on “[Schedule Exam](#)” next to the “ServSafe Food Protection Manager Certification Examination”.

SCHEDULE EXAM SESSIONS

TO SCHEDULE AN EXAM SESSION CLICK ON THE "SCHEDULE EXAM" LINK TO THE RIGHT OF THE EXAM NAME.

Exam Name	Action
09-ServSafe Food Protection Manager Certification Examination	SCHEDULE EXAM

- Review the “[Examination Request Agreement Form](#)” and click “[I Accept](#)”.
- Choose the “[Online Exam](#)” option.
- Choose your Language and click “[Continue](#)”.
- Complete all fields, including selecting your “Organization” under the “[Exam Request Form](#)”. Once all the fields are complete, click “[Save](#)”.

EXAM REQUEST FORM ONLINE EXAM SESSION

HOME / EXAM REQUEST FORM ONLINE EXAM SESSION

INFORMATION

PROCTOR: FERNANDO LEAL/EMPTY

EXAM REQUEST FORM

BASIC INFORMATION

NOTE: Please click on "Organization" if having access to multiple locations

PROCTOR'S EMAIL:

ORGANIZATION:

COURSE: 09-ServSafe Food Protection Manager Certification Examination

EXAM LANGUAGE/PREFERENCE: English

EXAM DURATION EXPECTED:

TYPE OF TRAINING: CLASSROOM

ROLE: TRAINING USE:

EXAM SESSION LOCATION

EXAM SESSION LOCATION: PROCTOR'S ADDRESS TRAINING LOCATION ADDRESS

COUNTRY:

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY, STATE, ZIP:

EXAM SESSION INFORMATION

DATE TO EXAM SESSION:

[BACK TO EXAMINATION MANAGEMENT](#) [SCHEDULE EXAM SESSION](#)


Scheduling a ServSafe Food Manager Online Exam

9. You will see a Confirmation page and you will want to document the numbers for access to your exams.

EXAM REQUEST CONFIRMATION - ONLINE

PROCTOR: ERIC FENLON/EDUCATIONAL FOUNDATION***

Thank you for your exam order! You may begin conducting your online exam at any time!

Your Exam Session Number is **1097770** and your Proctor Access Code is **09-4HW-YPE-JFK8** 

The Exam Language/Version is: English

Please have this information with you on the day you administer the exam, as both items are critical to the success of your online exam administration.

Please [click here](#) and download the Proctor Checklist for this Exam. This checklist should be used for every online Exam.

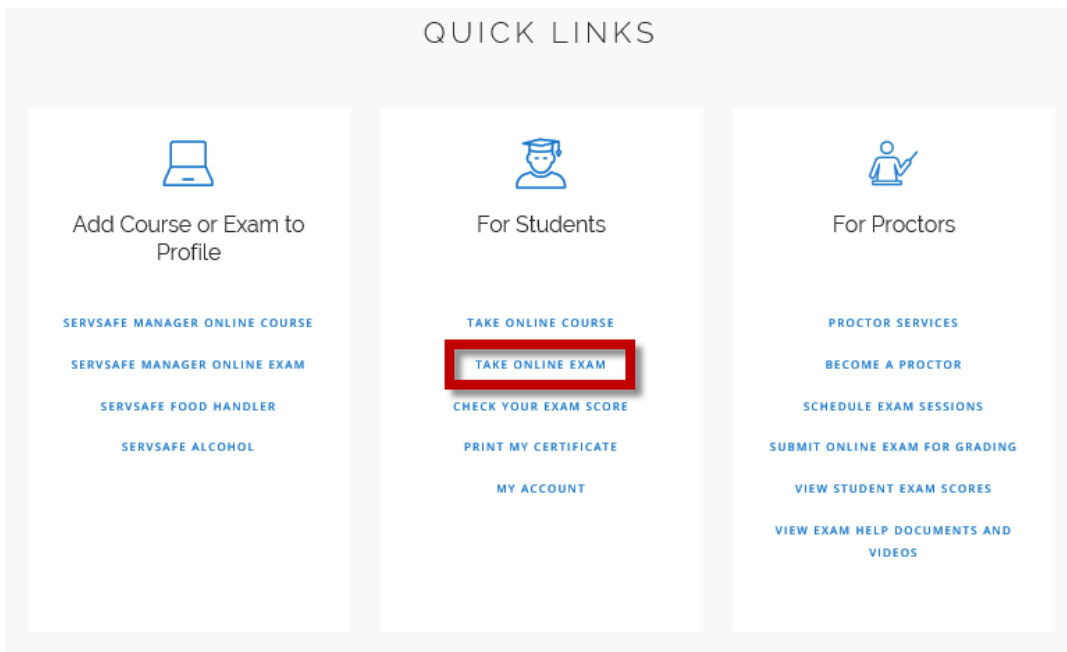
Additionally, [click here](#) for a script you should read to Examinees when administering an Online Exam.

For more detailed instructions on administering an online exam see the [ServSafe Examination Administration Handbook](#).

Note: Print this screen as confirmation of your order. You will also receive this confirmation via email.

Administering a ServSafe Food Manager Online Exam

1. Go to [Advantage ServSafe Certification Training Site](#)
2. The examinee must be logged in as him/herself to take the exam. The proctor should not be logged in.
****Please be sure the associate had added the Exam Voucher to their ServSafe profile before attempting to take online exam.**
3. Start at the “[Students](#)” tab and choose “[Take Online Exam](#)” from the “[Students](#)” tab drop-down menu.



4. Select “[ServSafe Manager Certification Online Examination](#)” from the dropdown box. Then choose the [Exam Version Language](#). Note: The exam language must match the language you selected when scheduling the exam session or you will get an error message.
5. Review the “[Examinee Test Use Agreement](#)” and click “[I Accept](#)”.

Administering a ServSafe Food Manager Online Exam

6. Enter your “[Exam Access Code](#)” and click “[Continue](#)”.
Note: The Exam Access Code is the code you receive after you purchase the ServSafe Manager Certification Online Exam Voucher.

EXAM LOGIN

HOME / EXAM LOGIN

GOOD LUCK!

When taking a certification exam a Registered Proctor must be present or you will not be able to access the exam. You must complete the following two steps before logging in to take the exam.

Review the [Exam Instructions](#).
Complete the [Practice Exam](#) for Examinees.
Indicate your Examination Language Preference (English only, Spanish only, or Chinese only) to your Proctor.

*Note: You may not switch exam languages after the Proctor Access Code is entered. A new Exam Access Code will need to be purchased if you change your language preference after the exam has begun

After completing steps 1,2 and 3, please enter your "Exam Access Code" exactly as it appears on your coupon or registration confirmation email. If you do not yet have a Exam Access Code, you may purchase one for [food safety](#) or [alcohol](#).

Welcome **Examinee**

Enter your "Exam Access Code" below

CONTINUE

7. Verify or Update the “[Examinee Personal Information](#)” section.
8. The Proctor should enter the “[Proctor Access Code](#)” and click “[Start Exam](#)”.
Note: Do not share the “Proctor Access Code” with the examinee.
Note: The Proctor Access Code is provided to the Proctor after the Exam Session is scheduled.

STATE IN WHICH EMPLOYED

ARE YOU CERTIFYING FOR THE FIRST TIME?

COMPANY INFORMATION

COMPANY ID:

EMPLOYEE ID:

After you type in all the appropriate information please ask your Proctor to type the **Access Code** to start the exam. **MAKE SURE THE PROCTOR ACCESS CODE FOR THE CORRECT EXAM LANGUAGE IS ENTERED PRIOR TO BEGINNING THE EXAM.** A new Exam Access Code will need to be purchased if there is a need to change languages after the Class Access Code has been entered.

PROCTOR ACCESS CODE:

EXAM LANGUAGE: ENGLISH

CANCEL RESET FORM START EXAM

Administering a ServSafe Food Manager Online Exam

9. Once the Examinee has finished the exam, the Proctor will enter the [Access Code](#) and click "[Finish](#)". The Pass/Fail Results are given immediately.

Yes	82	When must food contact surfaces be cleaned and sanitized?
Yes	83	When choosing prep area equipment for food safety, managers should look for
Yes	84	How must be taken when serving food to high-risk populations because they are
Yes	85	A ready-to-eat food handler has placed an order for 20 food handlers for a picnic. A specialty sandwich will be served. In reviewing the standard ingredients for the sandwich, which item should be left off?
Yes	86	Which is a common food allergen?
Yes	87	Food preparation equipment and surfaces must be easily cleanable. This means that they
Yes	88	How can a food handler prevent cross-contamination between loading dry items into the dishwasher and removing clean items from it?
Yes	89	What must be the minimum water temperature in the wash compartment of a three-compartment sink?
Yes	90	In thermometer for measuring food temperatures should be accurate to +/- 0.2°F (± 0.1°C), easy to read, and

Access Code:

FINISH

After you complete the exam, you will immediately receive your results.”

*** if the link doesn't work, copy and paste it into your browser**

<https://www.servsafe.com/access/portals/hub?portal=Advantage&token=cf41183c0156439ab87c>

For assistance with your ServSafe Profile or adding training to your profile contact your Support Center (888) 524-9192

For issues with the online course or assessment contact the National Restaurant Association Service Center at 800-765-2122.