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Exam Location Requirements

- ❑ Ensure a computer with Internet access, mouse, and keyboard is available to each examinee.
- ❑ Review Exam Location Standards of the handbook.

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- ❑ Have examinees take out their calculators and dictionaries (if English is a second language) at this time. Examinees should clear their desks/work areas of all other belongings. Scratch paper is not allowed.
- ❑ Direct examinees to Nraef.org. If examinees do not have a user ID and password, they may create one by selecting **"Create New Profile"** on the **User Login** page.
- ❑ Under the **"Student"** tab, examinees select **"Exams"** and then **"Take Exam."**
- ❑ Examinees enter their user ID and password or create one at this time.
- ❑ Examinees select an exam **Title** from the drop-down menu.
- ❑ Instruct examinees to read the Examinee Test Use Agreement and select **"I Accept."**
- ❑ Have examinees complete Steps 1–3; then enter their Exam Access Code, and then select **"Continue."**
- ❑ Examinees then verify or update the **Personal Information** section of the Exam Registration Form. The educator enters the Proctor Access Code, which will allow access to the exam.

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During the Exam

- ❑ The exam should take about an hour to complete. However, examinees should be given as much time as needed to complete their exam.
- ❑ No talking is allowed during the exam. Examinees with questions should raise their hands for assistance.
- ❑ Without disturbing the examinees, take frequent walks around the testing room to prevent cheating; ensure that students are successfully following directions and are able to have inquiries answered.
- ❑ Only one examinee at a time may go to the restroom during the exam. Examinees should close the browser before leaving the room. Upon return, log them back into the exam using the procedure followed in the beginning. Anything answered previously has been recorded; examinees can proceed to the question where they stopped.

To Complete an Online Exam

- ❑ When the examinee completes the exam, the educator enters the Proctor Access Code and then selects **"Finish."** Pass/fail results are given immediately.
- ❑ Upon completion of the exam, examinee(s) will be able to view their scores and print their certificate. An automated email will go to the examinee informing him or her that the score is now available.
- ❑ If any irregularities occurred during the exam, the educator should email these to ServiceCenter@restaurant.org after all of the examinees have completed their exams.
- ❑ The online exam will automatically close 24 hours after it has been started.

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