

**ServSafe Food Protection
Manager Certification
Proctor Checklist: Print Exam Administration**



Before the Exam Date:

- Read, understand, and keep a copy of the ServSafe Exam Administration Handbook.
- Read, understand, and have available a copy of the *Dear Proctor Letter* and the *Read Before Exam Script*.
- Verify upon receipt of Exams:
 - Exam Serial Numbers/Languages match what's listed on Exam Information Form;
 - Return Label and Packaging included.
 - Contact the Service Center 1-800-765-2122 with any discrepancy
- Place exam materials in a secure location and maintain security of the exams at all times.
- Create a seating chart and an Examinee Exit/Entry log.

Day of the Exam:

- Check and collect each Examinee's ID upon arrival to the Exam location.
- Post the Exam Session Number and Exam Form number for all Examinees to view.
- Ensure that examinees clear desks of their belongings. If an examinee received special authorization to use a foreign language dictionary, inspect it for notes and other markings.
- Read out loud to Examinees the *Read Before Exam Script* provided as part of the Exam Session email confirmation.

After Exam Administration:

- Conduct a thorough review of each answer sheet for any errors in the personal information portion of the answer sheet; if any errors are discovered, return answer sheet to examinee so that they may correct the errors before leaving the room.
- Verify all Exams, used and unused, are accounted for and in numerical order.
- Upon collection and verification of exam and answer sheet, return photo ID to examinee.
- Review the Examination Information Form and write in all requested information. **If there were any irregularities during the examination administration, they must be noted.**
- Make a copy of the Examination Information Form, and keep it on file with your attendance roster, location standards, and seating chart. **(Retain all for at least one month)**
- Return all Exams **(used and unused)**, complete Answer Sheets, and Exam Information Form, within 2 business days of administering the Exam **(using packaging and label provided in exam package)**.

Signature: _____ Date: _____

Exam Session Number: _____