IFSEAEF CERTIFICATION EXAM PROCTOR INSTRUCTIONS

This is not an Open-Book or Open Notes Examination

ALL INFORMATION MUST BE COMPLETED, OR THE EXAM WILL NOT BE PROCESSED

Examinee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of IFSEAEF Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the Proctor:**

This International Food Service Executives Association Educational Fund (IFSEAEF) certification exam should not be issued to the examinee until he/she is ready to begin, and you have checked a government issued photo ID to verify the candidate testing\*. During the exam, the applicant is not allowed to refer to any textbooks, reference books, notes, and/or laptops, I-pads, or cell phones. He/she may use a calculator and writing materials. Only if the examination is given online, a computer may be used. Proctor will be issued an online access code at least 24 hours before exam.

After the examinee has completed the (exam(s), please collect the examination(s) and all “scratch paper” used by the examinee. Do not allow the student to retain any notes made from the examination or make copies. Please sign and date this form and return with the exam(s) by E-mail, fax or mail to IFSEAEF Headquarters for grading. Please see the contact information below. **Proctored exams must be returned to IFSEAEF in one of the three ways mentioned above. IFSEAEF certification exams will not be graded if returned by any other means.** If you return the exam(s) via E-mail or fax, please **do not** return the originals. Once you receive verification that the exam(s) have been received by IFSEAEF Headquarters, the originals must be destroyed.

**NOTE:** Please remember that the student must take the exam(s) within five business days of receipt and that the exam(s) must be returned to IFSEAEF Headquarters or postmarked within **three** business days.

**PROCTOR STATEMENT:** The applicant named above (properly identified by me) completed this examination in accordance with the rules specified herein.

Proctor’s Full Name (Please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proctor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFSEAEF Educational Fund

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