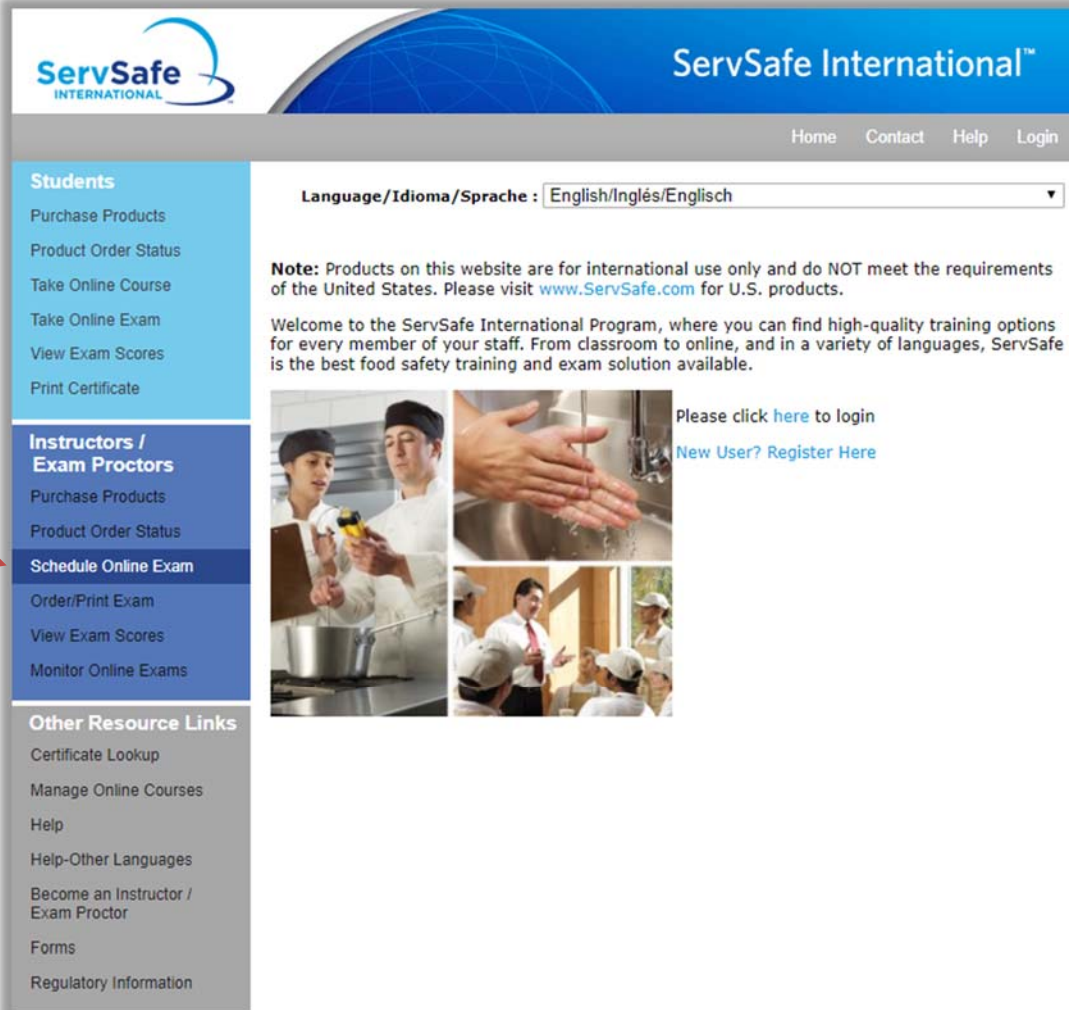


## How to Schedule and take a ServSafe International Exam

To schedule and exam you must be registered as an Instructor/Proctor, or a Proctor with the National Restaurant Association. Click on “Become and Instructor / Proctor” to learn more.

Login in to ServSafeInternational.com. Then click on **“Schedule Online Exam”** under the **“Instructors / Exam Proctor”** section in the middle on the left hand side of the screen



Click on **"Create Exam Session"** to the right of "ServSafe Canada"

The screenshot shows the ServSafe International website interface. The top navigation bar includes the ServSafe International logo and a welcome message for a user named Tim. The main content area is titled "Exam Scheduling" and features several tabs: "SCHEDULE EXAM", "SPEED SCHEDULE EXAM", "EDIT/CANCEL EXAM", and "MONITOR/VIEW EXAM". The "SCHEDULE EXAM" tab is active. Below the tabs, there is a section titled "Create Exam Sessions" with instructions: "To schedule an Exam Session click on the 'Create Exam Session' link to the right of the course title". A table lists two courses: "ServSafe Canada" and "ServSafe International Food Safety". Each course has a "Create Exam Session" button to its right. A red arrow points to the button for "ServSafe Canada".

**ServSafe International™**

Welcome Tim

Home Contact Help My Profile Logout

**Students**

- Purchase Products
- Product Order Status
- Take Online Course
- Take Online Exam
- View Exam Scores
- Print Certificate

**Instructors / Exam Proctors**

- Purchase Products
- Product Order Status
- Schedule Online Exam
- Order/Print Exam
- View Exam Scores
- Monitor Online Exams

**Other Resource Links**

- Certificate Lookup
- Manage Online Courses
- Help
- Help-Other Languages
- Become an Instructor / Exam Proctor
- Forms
- Regulatory Information

## Exam Scheduling

**SCHEDULE EXAM** **SPEED SCHEDULE EXAM** **EDIT/CANCEL EXAM**  
**MONITOR/VIEW EXAM**

### Create Exam Sessions

To schedule an Exam Session click on the "Create Exam Session" link to the right of the course title

Course Name	Action
ServSafe Canada	<a href="#">Create Exam Session</a>
ServSafe International Food Safety	<a href="#">Create Exam Session</a>

Click on "I Accept" on the "Proctor Agreement Form"

**ServSafe International™**

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## Proctor Agreement Form

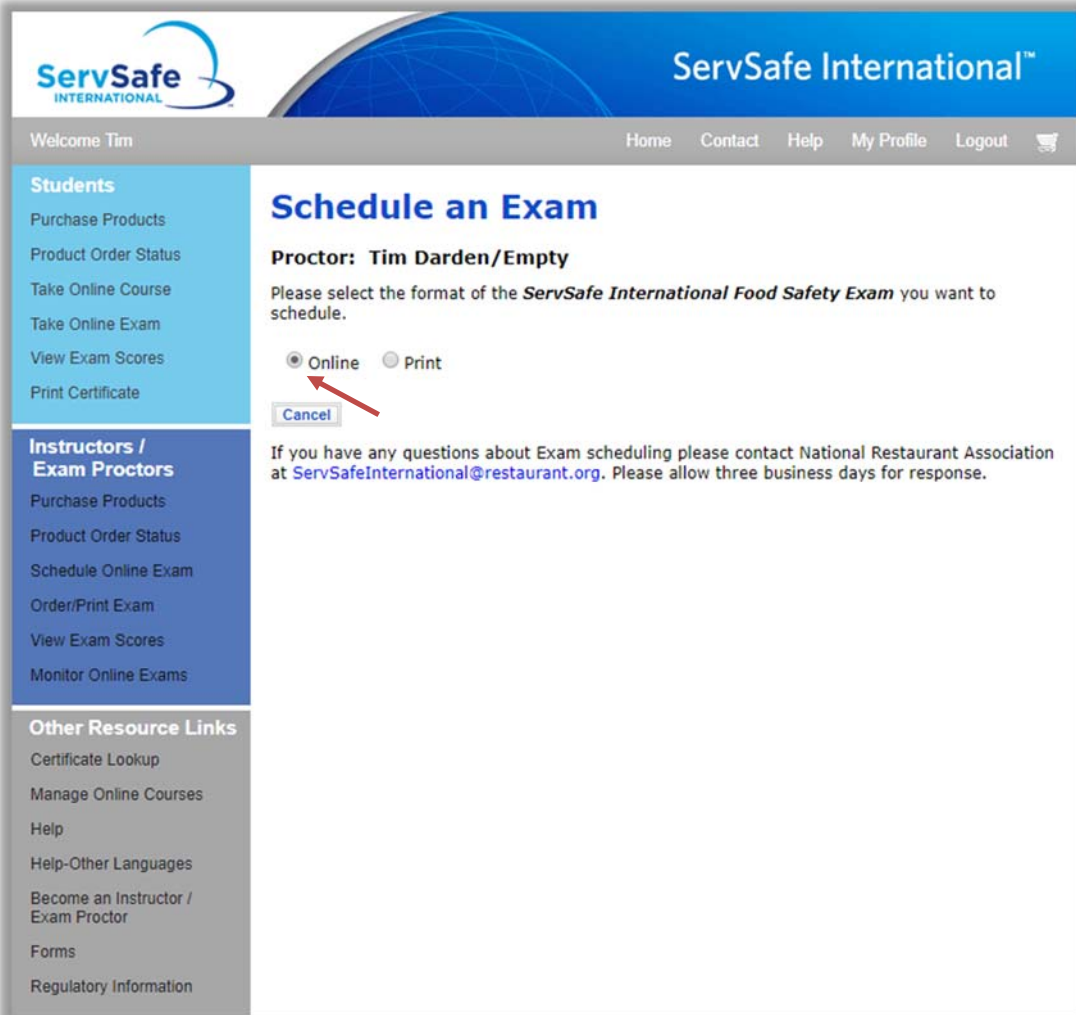
**Proctor: Tim Darden/Empty**

I acknowledge that I have read, understand, and have been trained to follow the Exam policies and procedures in the National Restaurant Association Solutions (NRAS) [ServSafe International™ Exam Administration Handbook](#).

I will comply with procedures for handling any breaches of security that might occur and will not reveal the content of the Exam, answers to Exam questions, or administer the Exam to anyone with a conflict of interest.

I also understand that my Exam administrations may be audited at any time and that NRAS has a right to investigate any allegation of violation of the guidelines. Furthermore, I understand NRAS reserves the right to revoke my Proctor privileges at will.

Choose "Online"



**ServSafe International™**

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Home Contact Help My Profile Logout

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## Schedule an Exam

**Proctor: Tim Darden/Empty**

Please select the format of the *ServSafe International Food Safety Exam* you want to schedule.

☒ Online ☐ Print

[Cancel](#)

If you have any questions about Exam scheduling please contact National Restaurant Association at [ServSafeInternational@restaurant.org](mailto:ServSafeInternational@restaurant.org). Please allow three business days for response.

Choose the language for the exam ("English\_Canada" or "French\_Canada") from the drop down list of languages.

The screenshot shows the ServSafe International website interface. At the top, the logo and name 'ServSafe International' are displayed. Below the header, a navigation bar includes links for 'Home', 'Contact', 'Help', 'My Profile', and 'Logout'. A sidebar on the left contains a 'Welcome Tim' message and a list of links categorized under 'Students', 'Instructors / Exam Proctors', and 'Other Resource Links'. The main content area is titled 'Select an Online Exam Language and/or Version'. It specifies the proctor as 'Tim Darden/Empty' and provides instructions to select a language/version from a list. A dropdown menu labeled 'Language/Version:' currently shows 'English\_Canada'. A red arrow points to this dropdown menu. To the right of the dropdown are 'Continue' and 'Cancel' buttons.

**ServSafe International™**

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Home Contact Help My Profile Logout

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## Select an Online Exam Language and/or Version

**Proctor: Tim Darden/Empty**

The **ServSafe Canada Exam** is available in several languages/versions. Please select one from the list below and click "Continue".

Language/Version:

Fill out the "Online Exam Schedule Form".

1. Type your email for "Proctor's Email"
2. Choose the "Organization" from the drop down list or click on "Organization" and search for your organization.
3. Type the number of students who will take the test under "Examinees Expected".
4. Choose the "Exam Location" either "Proctor Address" or "Organization Address".
5. Fill in the address fields. "Address 1", "Address 2", "Country", "State/Province/Region", "City", "Postal Code".
6. Next to "Date Exam Given", choose the date when the exam will be given.
7. Then click on "Save"

The screenshot shows the "Online Exam Schedule Form" on the ServSafe International website. The form is titled "Exam Scheduling Form" and is for "Proctor: Tim Darden/Empty". It is divided into several sections: "Basic Information", "Exam Location", and "Exam Information".

**Basic Information:**

- 1. Proctor's Email\*:
- 2. Organization\*: -- Select One -- (A note below says: "NOTE: Please click on 'Organization' if nothing appears in drop down box.")
- Course: ServSafe Canada
- Exam Language/Version: English\_Canada
- Examinees Expected\*:

**Exam Location:**

- Exam Location: ☒ Proctor Address ☐ Organization Address
- Address Line 1\*:  (Note: We do not ship to PO Boxes, APO or AE addresses.)
- Address Line 2:
- Country\*:
- State/Province/Region\*:
- City/Town/Locality\*:
- Postal Code:  (Required only for United States)

**Exam Information:**

- 6. Date Exam Given\*:
- Please note this class will close automatically 24 hours after the Date Exam Given.

At the bottom, there are two buttons: "Back to Exam Scheduling" and "Save" (annotated with 7).

Annotations 1 through 7 are placed in boxes with red arrows pointing to the corresponding fields in the form. Annotation 5 is a bracket grouping the address fields (Address Line 1, Address Line 2, Country, State/Province/Region, City, and Postal Code).



You will be provided with an “Exam Session Number” and the “Proctor Session Code”. Write down the “Proctor Session Code” The “Proctor Session Code” is required to allow the student to start their exam and to submit their exam for grading once they are done.

**ServSafe International™**

Welcome Tim Home Contact Help My Profile Logout

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## Online Exam Schedule Confirmation

**Proctor: Tim Darden/Empty**

Thank you for your Exam order! You may begin conducting your Online Exam at any time!

Your Exam Session Number is **2218837** and your Proctor Session Code is **NWD-XGJ**.

The Exam Language/Version is: English\_Canada

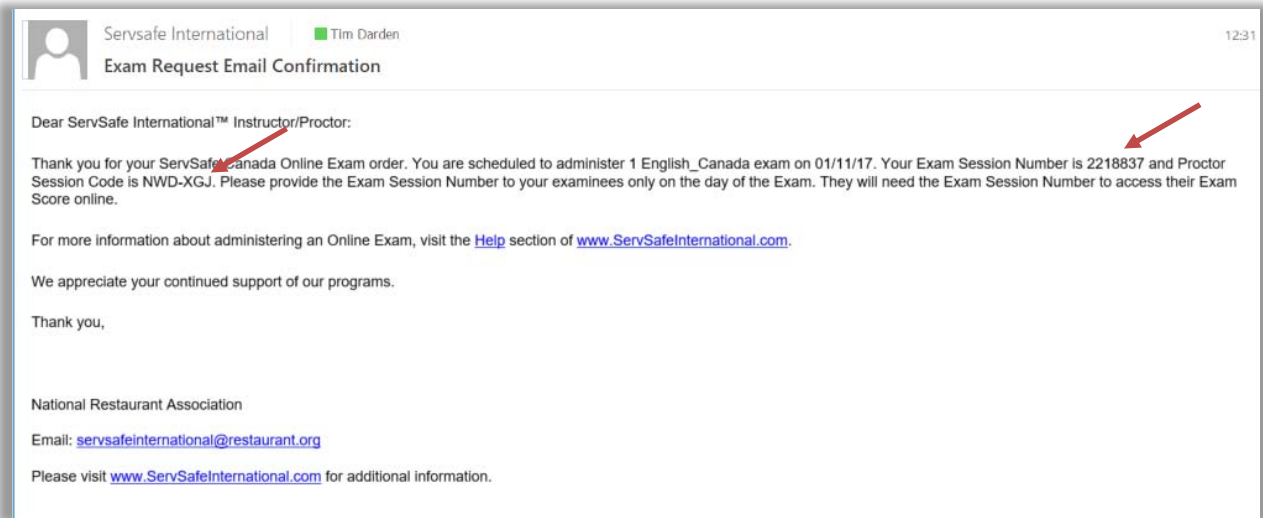
Please have this information with you on the day you administer the Exam, as both items are critical to the success of your Online Exam administration.

For more detailed instructions on administering this Exam see the [ServSafe International™ Exam Administration Handbook](#)

**Note:** Print this screen as confirmation of creating this Exam Session. You will also receive this confirmation via email.

- Return to [Exam Scheduling](#).
- Contact the National Restaurant Association at [ServSafeInternational@restaurant.org](mailto:ServSafeInternational@restaurant.org) for assistance. Please allow three business days for a response.

You will also receive an email with this information.





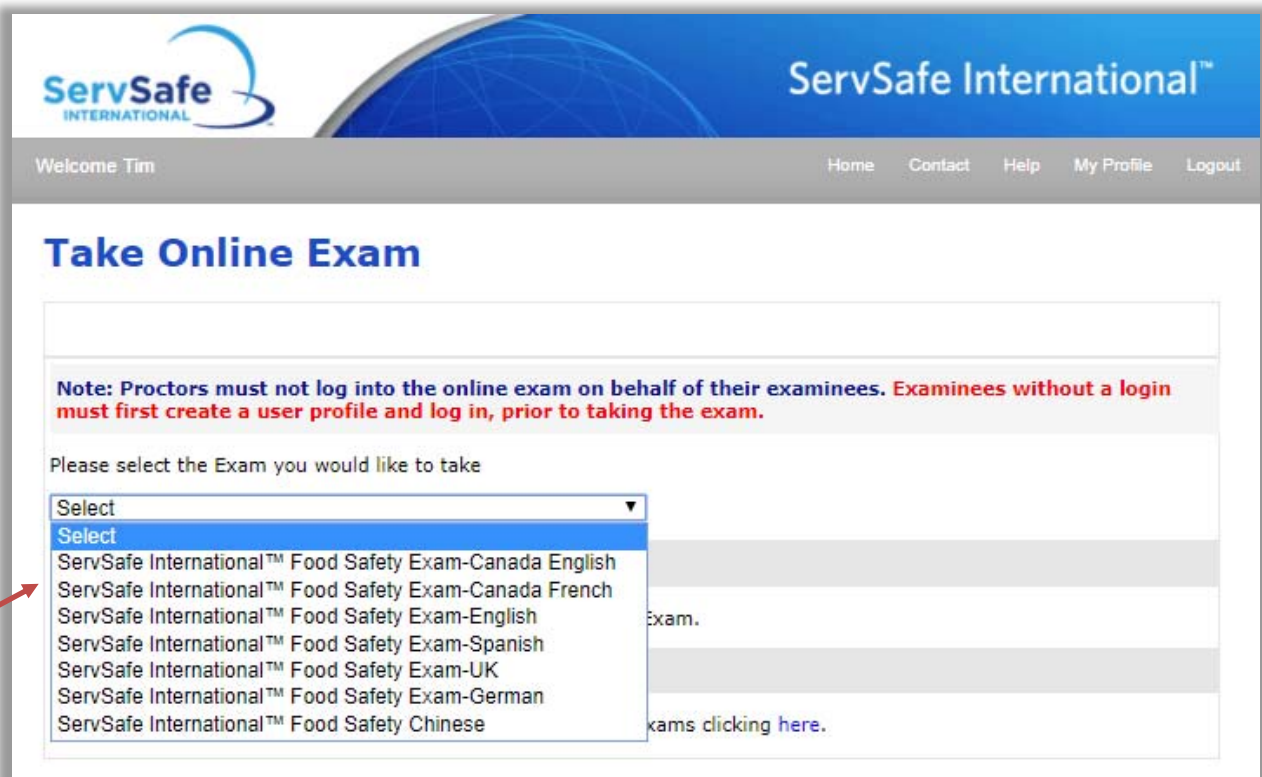
## Taking a ServSafe International Exam

To take a ServSafe International exam you must have an Online Exam Access Code. If not included in the purchase of the online course, you can purchase an Online Exam Access Code at [www.ServSafeInternational.com](http://www.ServSafeInternational.com).

The student must Login to ServSafe International.com with their own User ID, and then click on “Take Online Exam” on the top left of the website.



Choose the “ServSafe International Food Safety Exam – Canada English or French” exam from the drop down list.



The screenshot shows the ServSafe International website interface. At the top, there is a blue header with the ServSafe International logo on the left and the text "ServSafe International™" on the right. Below the header, a grey navigation bar contains the text "Welcome Tim" on the left and links for "Home", "Contact", "Help", "My Profile", and "Logout" on the right. The main content area has a white background with the heading "Take Online Exam" in blue. Below this heading, there is a light grey box containing a note: "Note: Proctors must not log into the online exam on behalf of their examinees. Examinees without a login must first create a user profile and log in, prior to taking the exam." Below the note, the text "Please select the Exam you would like to take" is displayed. A dropdown menu is open, showing a list of exam options. A red arrow points to the first option in the list: "ServSafe International™ Food Safety Exam-Canada English". The other options in the list are "ServSafe International™ Food Safety Exam-Canada French", "ServSafe International™ Food Safety Exam-English", "ServSafe International™ Food Safety Exam-Spanish", "ServSafe International™ Food Safety Exam-UK", "ServSafe International™ Food Safety Exam-German", and "ServSafe International™ Food Safety Chinese".

**ServSafe International™**

Welcome Tim Home Contact Help My Profile Logout

## Take Online Exam

**Note: Proctors must not log into the online exam on behalf of their examinees. Examinees without a login must first create a user profile and log in, prior to taking the exam.**

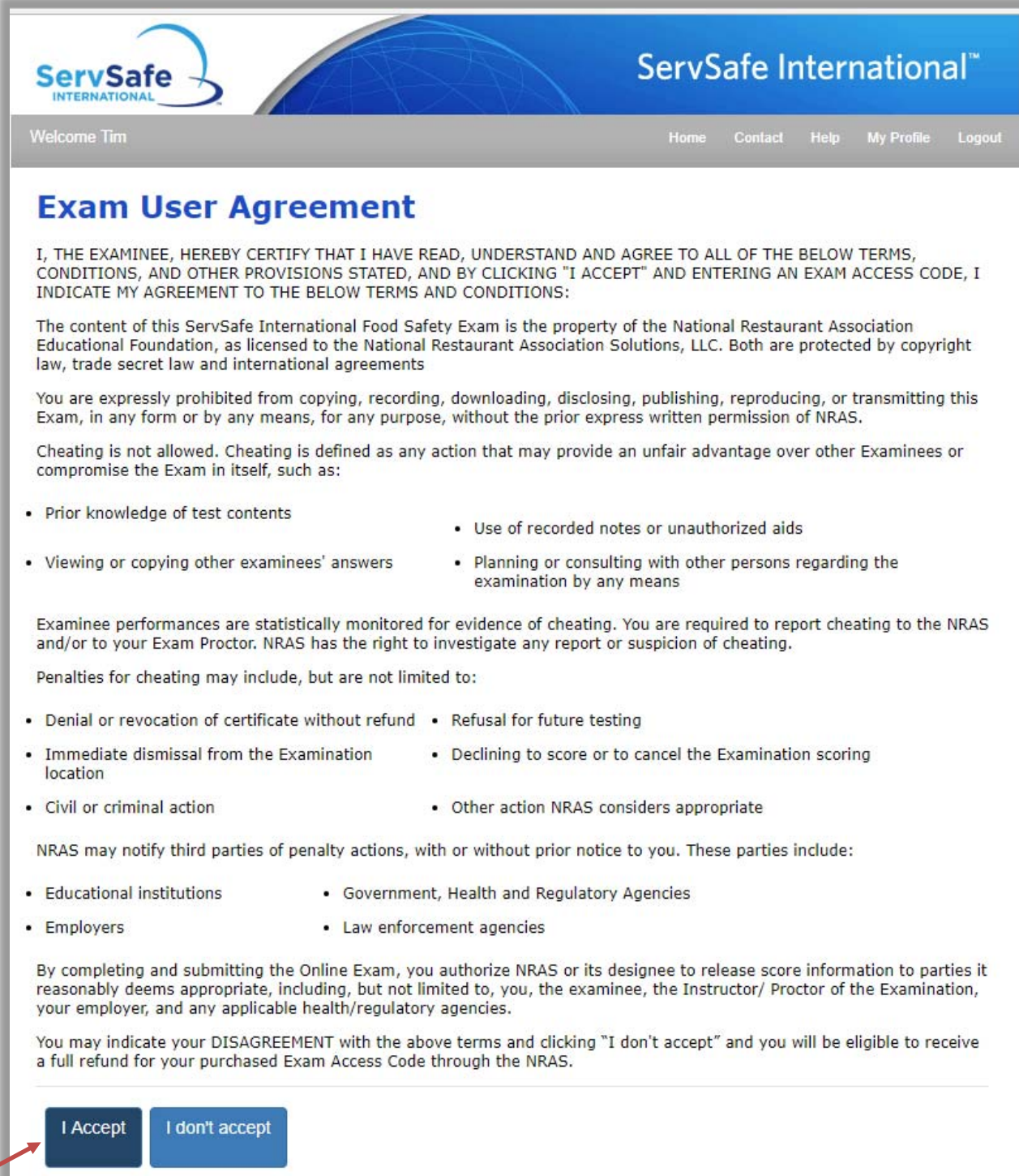
Please select the Exam you would like to take

- Select
- Select
- ServSafe International™ Food Safety Exam-Canada English
- ServSafe International™ Food Safety Exam-Canada French
- ServSafe International™ Food Safety Exam-English
- ServSafe International™ Food Safety Exam-Spanish
- ServSafe International™ Food Safety Exam-UK
- ServSafe International™ Food Safety Exam-German
- ServSafe International™ Food Safety Chinese

Exam.

Exams clicking [here](#).

Click on "I Accept" on the "Exam User Agreement" page.



**ServSafe International**

Welcome Tim

Home Contact Help My Profile Logout

## Exam User Agreement

I, THE EXAMINEE, HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE BELOW TERMS, CONDITIONS, AND OTHER PROVISIONS STATED, AND BY CLICKING "I ACCEPT" AND ENTERING AN EXAM ACCESS CODE, I INDICATE MY AGREEMENT TO THE BELOW TERMS AND CONDITIONS:

The content of this ServSafe International Food Safety Exam is the property of the National Restaurant Association Educational Foundation, as licensed to the National Restaurant Association Solutions, LLC. Both are protected by copyright law, trade secret law and international agreements

You are expressly prohibited from copying, recording, downloading, disclosing, publishing, reproducing, or transmitting this Exam, in any form or by any means, for any purpose, without the prior express written permission of NRAS.

Cheating is not allowed. Cheating is defined as any action that may provide an unfair advantage over other Examinees or compromise the Exam in itself, such as:

- Prior knowledge of test contents
- Use of recorded notes or unauthorized aids
- Viewing or copying other examinees' answers
- Planning or consulting with other persons regarding the examination by any means

Examinee performances are statistically monitored for evidence of cheating. You are required to report cheating to the NRAS and/or to your Exam Proctor. NRAS has the right to investigate any report or suspicion of cheating.

Penalties for cheating may include, but are not limited to:

- Denial or revocation of certificate without refund
- Refusal for future testing
- Immediate dismissal from the Examination location
- Declining to score or to cancel the Examination scoring
- Civil or criminal action
- Other action NRAS considers appropriate

NRAS may notify third parties of penalty actions, with or without prior notice to you. These parties include:

- Educational institutions
- Government, Health and Regulatory Agencies
- Employers
- Law enforcement agencies

By completing and submitting the Online Exam, you authorize NRAS or its designee to release score information to parties it reasonably deems appropriate, including, but not limited to, you, the examinee, the Instructor/ Proctor of the Examination, your employer, and any applicable health/regulatory agencies.

You may indicate your DISAGREEMENT with the above terms and clicking "I don't accept" and you will be eligible to receive a full refund for your purchased Exam Access Code through the NRAS.

Type or copy the Online Exam Access code where it says “Exam Access Code” then click on “Continue”.

**ServSafe International**

Welcome Tim

Home Contact Help My Profile Logout

## Welcome Examinee

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

1. Review the [Exam Instructions](#).
2. Complete the [Practice Exam](#) for Examinees.
3. Inform to your Proctor of your Exam language preference.

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

After you have completed the steps above, please enter your Exam Access Code exactly as it appears on your coupon or registration confirmation email. If you do not yet have an Exam Access Code, you may [Purchase an Exam Access Code](#).

**Exam Access Code:**



Confirm that the "Examinee Personal Information" is correct and update the information if necessary. This includes "Email" "Gender", "Date of Birth", "Street Address". "Country", "State/Province/Region", "City/Town/Locality", and "Postal Code". It is not necessary to enter information for "Current Employer" or for "Company ID".

The Instructor/Proctor must type the "Proctor Session Code" they received when they scheduled the exam. Then click on "Start Exam".

**ServSafe International™**

Welcome TIM TIM-HORTONS Home Contact Help My Profile Logout

## Exam Registration Form

**Course: ServSafe Canada**

Please complete the following before filling out the Exam Registration Form.

1. Review specific information on [what you should know about the ServSafe International™ Food Safety Exam.](#)
2. Read [important directions for completing the Exam Registration Form.](#)

**Disclaimer:** By filling out this Exam Registration Form, the examinee (test-taker) authorizes National Restaurant Association (NRA) or its designees to release score information to appropriate sources, including the examinee, the examinee's instructor/proctor, the examinee's employer, and any applicable health/regulatory agencies.

### Examinee Personal Information

First\*, Middle Initial, Last Name\* :

Email\* :

Gender\* :

Date of Birth\* :  dd/mm/yyyy

Street Address\* :   
We do not ship to PO Boxes, APO or AE addresses.

Country\* :

State/Province/Region\* :

City/Town/Locality\* :

Postal Code:   
Required only for United States

Current Employer (if employed):

### Company Information

Company ID:

After you fill in all the appropriate information, please ask your Proctor to enter the **Proctor Session Code** to start the Exam.

**MAKE SURE THE PROCTOR SESSION CODE FOR THE CORRECT EXAM VERSION OR LANGUAGE IS ENTERED PRIOR TO BEGINNING THE EXAM.**  
A new Exam Access Code will have to be purchased if there is a need to change the version or language after the Proctor Session Code has been entered.

PROCTOR SESSION CODE :

Exam Language : Canadian English

When the exam is complete and all questions have been answered click on “Questions/Answer Review”.

The screenshot shows the ServSafe International Online Exam interface. At the top, there is a blue header with the ServSafe International logo on the left and the text "ServSafe International™" on the right. Below the header, a grey navigation bar contains the text "Welcome Tim" on the left and links for "Home", "Contact", "Help", "My Profile", and "Logout" on the right. The main content area has a white background with the title "Online Exam" in blue. Below the title, a box displays the following information: "Examinee : DARDEN,TIM", "Exam Access Code : SSI09-Q3J-026-4GR", "Course: ServSafe International Food Safety", and "Exam Session Number: 2199420". Below this information, a grey banner reads "You have reached the end of the exam". Underneath the banner, a message states: "You still have outstanding questions. Do you want to review your outstanding questions now or do you want to proceed to the final Question/Answer Review?". At the bottom of this section, there are two buttons: "Review Outstanding" and "Questions/Answers Review", separated by the word "OR". A red arrow points to the "Questions/Answers Review" button.

At the bottom of the next page, the proctor must enter the same “Proctor Session Code” they entered at the beginning of the exam. Then click on “Finish”.

The screenshot shows the bottom of the exam page. It features a white background with a grey border. On the left, the text "Proctor Session Code :" is followed by a text input field containing several dots. To the right of the input field is a dark blue button labeled "Finish". Two red arrows point to the input field and the "Finish" button. At the bottom of the page, there is a footer with the following text: "About Us | Contact Us | Legal and Privacy | ServSafe.com" and "Copyright 2013 © The National Restaurant Association Educational Foundation".

The next page will inform the student if they passed the exam or failed the exam. If they passed the exam, they will be able to print their ServSafe International Certificate by clicking “Print Certificate” on the Home page. If they fail the exam, they must purchase another “Online Exam Access Code” to retake the exam.