Candidate Information

1. You may take up to two hours to complete the test. The computer screen will show you your remaining time. Any questions not answered within the 2-hour period will be submitted and not counted towards your score. Please remember that you are scored based on the number of questions you answer correctly.

2. Read all instructions carefully.

3. Take your time reading the questions. If you have a problem with a question, skip it and come back to it later. Be sure you mark the skip question response before moving on to the next question, this will ensure that you will be brought back to this question to answer it.

4. There are 80 questions on this exam that will count toward your score. You are encouraged to fill in an answer to every question. Your score is based on the number of questions you answer correctly. You will not be penalized for guessing. Blanks are always incorrect, but may be correct if you make an educated guess.

5. Exam Administrator/Proctor cannot answer questions regarding the exam questions, interpret the meaning of words, reword or rephrase exam questions or answer choices, or pronounce words for you. However, if you think a question has a mistake or is unclear, select the link to place a Candidate Comment. Once you submit the comment return to the exam section. You may also send a letter describing your complaint to National Registry. The letter must be postmarked no later than seven (7) days after you took the exam and it must be sent by a verifiable method of delivery, such as certified mail or Federal Express. National Registry will not consider complaints sent after this deadline. Please include as much detail and relevant information as possible. All comments receive full consideration and will be reviewed by an expert within ten (10) business days of receipt. If you disagree with National Registry's decision, you may appeal as allowed by National Registry's policies and procedures.

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6. All personal belongings must be stored at the front or back of the room. No reference materials, books, papers, personal computers, or programmable calculators are permitted within the testing area. Cell phones and pagers must be turned off and stowed with personal belongings.

7. Communication with another candidate for any reason or copying or sharing answers during the exam is considered cheating.

8. No smoking, drinking, or eating is permitted in the testing area.

9. No moving about the room or other behavior distracting to other candidates is permitted in the testing area.

10. Only one (1) candidate at a time will be permitted to leave the testing area for restroom or emergency purposes.

11. If you fail the exam, you must wait 24 hours before retaking the exam.

Behavior, which violates these rules, may result in your examination being invalidated or you being removed from the testing site (and you will not receive a refund), or other sanctions as provided in the Certified Food Safety Manager Disciplinary Policy.

You should receive immediate preliminary results as soon as you complete the exam.
Final official results and a certificate will be sent to you by National Registry of Food Safety Professionals in two weeks or less.