

## Examinee's Guide to taking the Always Food Safe Manager Exam

### 1. Accessing your account

- Go to: [www.alwaysfoodsafety.com](http://www.alwaysfoodsafety.com)
- Click on 'Log In', this is situated in the header

FOOD PROTECTION MANAGER   FOOD HANDLER   ALLERGEN AWARENESS   **LOG IN**

### Food Protection Manager – Food Handler – Allergen Awareness

#### 100% Video Based Food Safety Training

We Offer 3 Video Courses In Food Safety Training

**Food Protection Manager**  
VIEW PRODUCTS

**Food Handler**  
VIEW PRODUCTS

**Allergen Awareness**  
VIEW PRODUCTS

**Online, Video Based & ANSI Accredited**

We are on a mission – To make Food Protection Manager, Food Handler and Allergen Awareness training engaging for everyone!

Always Food Safe is an ANSI accredited, specialist web-based e-learning provider for the food service sectors.

We offer Food Protection Manager, Food Handler

Either create a new account, or log in using your current details

Username

Password

## 2. Your Learner Area

- Once logged in, click the button marked, 'Continue Training/View Certificate'

# Welcome

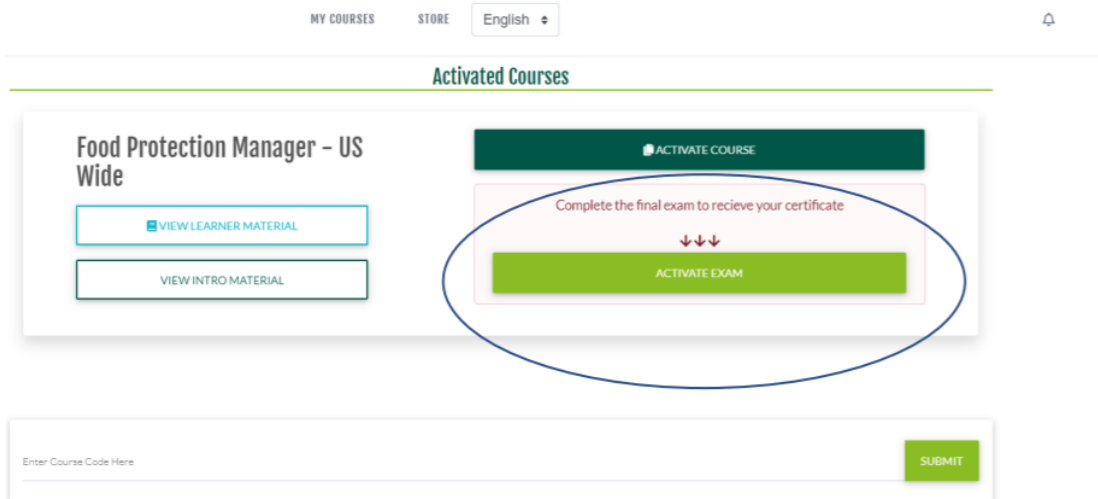
CONTINUE TRAINING / VIEW CERTIFICATE

BUY COURSES

ACTIVATE COURSE CODE

PROCTOR AN EXAM

- Activate your exam



MY COURSES STORE English

### Activated Courses

**Food Protection Manager - US Wide**

[VIEW LEARNER MATERIAL](#)

[VIEW INTRO MATERIAL](#)

[ACTIVATE COURSE](#)

Complete the final exam to receive your certificate

↓↓↓

[ACTIVATE EXAM](#)

Enter Course Code Here [SUBMIT](#)

- Fill in your personal details to activate your exam

### Exam Activation

Language:

Name On Certificate: [Demo User](#)

Phone Number:

#### Address Confirmation

Line 1:

Line 2:

City:

State:  Zip Code:

Static.SubmitPrometricExam  
Static.ExamEmailDetails ([testguide@gmail.com](mailto:testguide@gmail.com))

### 3. Entering the Exam Session

- Read the pre examination information on the screen (the proctor will also read this out loud).
- Try the example test questions to familiarize yourself with the layout of the exam
- Enter the Exam Session Code – This will be provided by your proctor
- Read and agree to the terms of use and that you have read the instructions on the page
- Click the button marked 'Request to join a proctor session'

#### Example Of Exam Questions and Layout

Please Click Start

START

1234

Please agree to our terms of use ([link](#))

I Agree to have read the above instructions

REQUEST TO JOIN A PROCTOR SESSION

You will then wait until the proctor begins the session

#### 4. Taking the Exam

Once the proctor clicks “Start Session” the exam questions will appear.

After you have answered all the questions, a pop-up box will ask if you want to complete the exam. Click Yes or NO.

When you click yes, you will be asked some questions about your personal details and the examination itself.

Once completed, the screen will say “Waiting for Proctor Approval”. Once the proctor approves, you will see a Provisional Score, the pass or fail details.

#### **FYI during the exam**

If you see this message during the exam, don't panic. You simply need to click 'Ok', and it will take you back to the exam

