



**PROCTORING STANDARDS WHICH APPLY TO TESTS OWNED BY
THE INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION (IFSEA)
AND
THE GLOBAL FOODSERVICE INSTITUTE (GFI)**

1. Purpose

The purpose of this policy is to set forth standards for individuals who will act as proctors in administering the IFSEA or GFI Certification Examinations. Proctoring is a critical part of the certification program, so it is absolutely necessary that any potential proctor understands and agrees to the standards outlined in this document.

2. Scope

IFSEA and GFI partner with the Foodservice Institute (FSI) to manage and administer their examinations including registering qualified individuals who apply and agree to follow its standards as proctors for their certification exams. These are the only individuals who may act as a proctor for this exam.

3. Definitions

For the purposes of these procedures, the following definitions and connotations apply:

•“Proctor” is defined as an individual registered and approved by FSI to set up an examination session and monitor examinees during the exam.

4. Proctor Standards

A proctor is expected to:

- Follow the guidelines for IFSEA or GFI Certification Exams administration contained in this policy and in all other proctor materials created and distributed by FSI.
- Sign the Proctor Agreement for IFSEA-GFI Examinations. These must be completed before an individual may be approved as a proctor.
- Schedule examinations far enough in advance to allow for either timely shipment of exam supplies or pre-registration of online examination.
- Organize and direct all activities and procedures at the location of examination to maintain secure, consistent examination sessions.
- Ensure there is sufficient space between examinees to allow for exam privacy and security.
- Verify that there is at least one registered proctor for every 35 examinees in each room in which the examination is being administered.

- Exercise appropriate vigilance to identify potential security breaches and report them to FSI.
- Cooperate with any security-related inquiry conducted by FSI, IFSEA or GFI.
- Verify the identity of each examinee to prevent someone attempting to take the exam in another's stead.
- Identify and document any environmental distraction that occurs during examination.
- Read exam instructions issued by FSI to examinees verbatim.
- Check for and exclude any unauthorized objects.
- Ensure that all examinees are treated fairly, respectfully, and equitably.
- Administer the examination in accordance with all applicable regulatory requirements from federal, state, school and/or local agencies.
- Create and maintain documentation as required by FSI.
- Recuse him/herself from proctoring where a conflict of interest may exist. Such situations include but are not limited to proctoring the exam of a relative.
- Refuse proctoring to an individual or in a situation that might pose a heightened risk to exam security.
- Conduct him/herself with honesty and integrity.
- Represent FSI, IFSEA and GFI in a positive manner.
- **A proctor is required not to:**
 - *Create any type of answer key or share any exam questions/answers with any person at any time for any reason.
 - Grade exams him/herself
 - *Make any kind of guarantee that any examinee will pass the examination.
 - Print, make digital copies, or capture screenshots of any screen from the online exam.
 - Review, discuss, copy, publish, or retain any IFSEA or GFI Certification Exam, whether whole or in part.
 - *Falsify or tamper with exams, examination records, scores, results, or any material provided for examinees by FSI.
 - Use information taken from an exam to teach a course or otherwise educate any person who may be a candidate for the exam.
 - Assist, enable, or knowingly fail to report any potential security violation including but not limited to:
 - o Submission of counterfeit information or documentation.
 - o An examinee being assisted with the exam (with the exception of documented disability-related accommodation).
 - o Misrepresentation of identity.
 - o Cheating and/or fraud of any kind including falsification of certification.
 - o Improperly accessing exam item banks or databases.

*Proctors maintain the right to eject any examinee from the exam session if they believe the examinee's actions directly or indirectly compromise the integrity of the exam or testing environment. Examinees who attempt to cheat or assist others in cheating, disrupt the test-taking environment, or behave in ways counter to the FSI Examinee Code of Ethics may be ejected at the proctor's discretion. Exams from which an examinee is ejected will be considered "failed."

*Proctors are encouraged to bring examinee actions into control and compliance with the Examinee Code of Ethics prior to ejection. All actions should be carefully documented for review in the exam session notes.

***Consequences for Breach of Proctoring Standards**

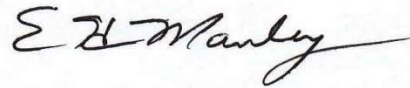
*Any proctor determined to be in breach of the proctoring standards set forth by FSI may be subject to:

- *Revocation of proctor registration.

- Revocation of proctored examinees' certificates.

- *Reinstatement is subject to the review and approval of StateFoodSafety

In the event of a breach of standards, FSI will apply all, some, or none of these penalties at its discretion and will notify a proctor in writing of its findings and decision. FSI will consider an appeal submitted within 7 days of the proctor's receipt of penalty notice.



Edward H. Manley,
Chairman of the Board
The Foodservice Institute

The Foodservice Institute

E-mail - hq@foodserviceinstitute.com

Cell Phone - 561-929-4765

Web site – www.foodserviceinstitute.com