



These instructions must be read aloud verbatim during the administration of this examination. When all candidates have been checked in and seated, read the following candidate briefing slowly and exactly. When you come to a blank line, fill in the blank with the appropriate information (i.e. your name, exam name, examination site, etc.). ***Throughout the reading, proctors should observe candidates to make sure that they understand and are complying with the instructions.***

Read the following:

Good _____ (morning/afternoon). My name is _____ (state your name). On behalf of Prometric, I would like to welcome you to the **(Certified Professional Food Manager(CPFM)/Certified HACCP Manager/Certified Alcohol Handler(CAH))** Examination.

Each of you should have an exam envelope at this time. Do not open this envelope until you are instructed to do so. If at any time during the following instructions and procedures you have a question, please raise your hand and I will assist you. This is a closed book examination; no reference materials or notes will be permitted. No talking or comparing materials between candidates will be permitted.

All exam questions are the copyrighted property of Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without Prometric's written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

The only items allowed within your reach during the exam are the exam envelope, the contents of the envelope and No. 2 pencils. If you have a briefcase, purse or other personal items, place them under your seat.

The following procedures will be observed at all times during the examination session. No smoking, eating or drinking is permitted. If you need to use the restroom during this session, please raise your hand. I will collect your examination materials when you leave and return them to you when you come back. Only one person at a time will be permitted to leave the room, so please return as quickly as possible. Restrooms are located _____ **(state location of restrooms)**.

You may now open your envelope by breaking the seal on the backside of the envelope. Do not remove the adhesive strip from the envelope flap. Next, take all the items out of the envelope. The following items should be enclosed:

1. Examination answer sheet
2. Examination booklet (CPFPM, HACCP or CAH)

3. *Question/Comment Form*
4. *Candidate Appeal Process Form*

Let's begin filling in the information on the answer sheet. Please listen to the instructions carefully. This information must be filled in properly for correct processing of your examination. Please note that this is a two-sided answer sheet.

You **must** use a #2 pencil for marking your answer sheet. If you don't have a #2 pencil, please raise your hand. The computer cannot score answers that are marked in ink. Each bubble, or circle, on the answer sheet must be completely filled in and darkened well to enable scoring by the computer.

Turn the answer sheet to page 1 (the side to be completed).

In the upper left corner space labeled "**Name (Last, First, M)**", print your last name, one letter to each box. Be sure to leave one empty box between you last and first names and your first name and middle initial. Darken in the corresponding circles below each letter and the blank boxes.

In the space labeled "**Test Code**", print the six-digit number (found on the upper left corner of your test booklet cover), one number per box and then darken in the corresponding circles below each number.

In the space labeled "**Test Form**", print the four-digit number (found on the upper left corner of your test booklet cover), one number per box and darken in the corresponding circles below each number.

In the space labeled "**Booklet Number**", print the six-digit number (found on the upper left corner of you test booklet cover), one number per box and then darken in the corresponding circles below each number. If the booklet number printed on your test booklet has fewer than six-digits, write the number preceded by zeros. (For example, booklet number 11 would become 000011.)

In the space labeled "**State**", print the two-digit state code found on the reverse side of the answer sheet. Darken in the corresponding circles below each number.

In the space labeled "**Attempts**", print the number of times you have taken this exam, including this time. (For example, if this is your second attempt, print the number two.) Darken the corresponding circles below each number.

Leave the following spaces blank: "School", "Examiner" and "S Code".

In the space labeled "**Social Security Number or Candidate Number**", print your Social Security number. Darken the corresponding circles below each number.

If you choose not to use your Social Security number, please leave this area blank.

In the space labeled “**Test Date**”, darken the circle corresponding to the month of this examination date and write the day and year in the boxes provided. Darken the corresponding circles below each number.

Turn the answer sheet over to page 2.

In the space labeled “**Name**”, clearly print your full name, last name first, followed by your first name and middle initial.

In the spaces labeled “**Address, City/State/Zip Code**”, print your complete home address.

In the space labeled “**Email address**”, clearly print your email address.

In the space labeled “**Employer**”, print the name of your employer.

In the space labeled “**Location**”, print the city and state where you are taking this exam.

In the space labeled “**Title**”, print (**CPFM/HACCP/CAH**).

In the space labeled “**Date**”, please write the date of the exam, in month, day and year order..

In the space labeled “**Proctor Signature**”, please leave this blank. I will sign the answer sheets after the administration.

In the box located at the bottom of the answer sheet labeled, “**Candidate Signature**”, sign your full legal name after you read the certification statement that appears below the signature line. Your signature affirms that you agree with the statement.

Please double check that you have filled in all the spaces carefully and that you have darkened in the correct bubbles. Please take a moment to make sure that all information filled in corresponds to what is printed above. If you are unsure that you have darkened in the information properly, please raise your hand, and I will assist you.

All answers must be recorded on your answer sheet. You will not be given credit for any questions that have been answered incorrectly or left blank. Neither will you be given credit for answers that are written in the test booklet. You will not be given credit for any questions that have more than one answer marked. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer. If you have to change an answer, be sure to erase it completely without damaging the answer sheet. If you damage the answer sheet, please raise your hand for another one.

If you need further assistance in recording your answers on the answer sheet, additional directions are located on the back of the test booklet. If you have a comment about any question on the test or about the test itself, please use the *Question/Comment Form*. Please be sure to record the Test Code and Form Number along with the question number onto the form. I will collect this form at the end of the examination.

When you complete the exam or time has been called, follow the instructions printed on the exam envelope. The instructions are as follows:

1. Place *only* your examination booklet in the envelope, but do not seal it. Only the examination booklet should be placed in the envelope. Keep the Answer Sheet and *Question/Comment Form* out of the envelope.
2. Stay seated and raise your hand.
3. A proctor will come to your seat to verify that your examination booklet has been placed in the envelope. They will then seal the envelope and collect your examination materials.
4. You will give the sealed envelope, the Answer Sheet and the *Question/Comment Form* to the proctor.

You will be permitted to leave the room when all examination materials that have been given to you have been accounted for and collected by me or another proctor.

Good luck and you may now begin.

Prometric recommends a two-hour time limit for the exam administration.

When there are only 30 minutes remaining, say: You have 30 minutes to complete the examination.”

When there are only 15 minutes remaining, say: You have 15 minutes to complete the examination.”

After the testing time has elapsed, say: Stop now. Close your test booklets and put your pencils down. I will collect your test booklets, answer sheets and *Question/Comment Forms*.”

Collect test materials from each candidate individually.

Never allow candidates to come to you when they are finished. Always have candidates raise their hand, and go to them one at a time to complete the checkout process.