

ProStart Testing Survival Guide

This handout is intended for supplementary purposes and should be used in conjunction with the NRAEF's [*ProStart Examination Administration Handbook*](#).

Prior to Testing Day:

Test coordinators/proctors should register for a [Confirmed ProStart Program Proctor account](#).

- Select "Confirmed ProStart Program Proctor" and then enter your login credentials or create a new account to complete the registration process. Approval may take up to 5 business days.

Culinary arts instructors should register for a [Confirmed ProStart Program Educator account](#).

- Select "Confirmed ProStart Program Educator" and then enter your login credentials to complete the registration process. Approval may take up to 5 business days.

Culinary arts students must each create a [ProStart user profile](#) (if they have not already done so) prior to taking a ProStart exam.

TIP: When creating ProStart user profiles, it is recommended that students use an easy-to-remember convention for creating user names and passwords (e.g., a student's last name and last four digits of MSIS number). Following a systematic process results in fewer forgotten passwords and fewer login problems.

The ProStart Program Proctor must schedule students for an exam by creating an exam session. The exam session must be scheduled and created online. Separate exam sessions must be scheduled for students taking the Level I exam and students taking the Level II exam:

1. Go to the NRAEF homepage (<https://chooserestaurants.org/>).
2. Under "Programs and Scholarships," select "Educator Services" under "ProStart for Educators."
3. Under "Manage Exam Session," select "Schedule Exams."
4. Select whether you wish to take the 1st Edition or 2nd Edition ProStart exams. (See the RCU curriculum blueprint if you need further guidance on school choice regarding 1st or 2nd edition.)
5. Enter your ProStart Program Proctor login information.
6. Beside the appropriate course name and level (Level I or II), select "Schedule Exam."
7. Read and accept the Proctor Agreement Form.
8. Select the **online version** of the exam.
9. Select the exam language (English or Spanish).
10. Complete all requested fields under "Online Exam Schedule Form" and click "Save."
11. For online exams, the ProStart Program Proctor will receive an Exam Session Number and a Proctor Access Code for each group being tested.

TIPS: An exam session is good for a 24-hour period only. If a student is unable to test within the originally scheduled exam session, the ProStart Program Proctor must create a new exam session for the student. Repeat steps 1-10 above if scheduling a make-up session.

Have students practice logging into their NRAEF accounts prior to testing day (<https://www.nraef.org/PS/UserProfile/UserLogin.aspx>).

After roster verification occurs in the RCU's MyPortal, school test coordinators (or any other school personnel who have permission to receive secure testing materials) will receive the necessary testing information from the RCU. Test coordinators requesting online exams will receive secure, one-time-use Exam Access Codes from the RCU, enabling students to access the electronic exam. Please note that if students are added to the testing roster after roster verification occurs, then test coordinators must contact the RCU to obtain additional Exam Access Codes.

Gathering Testing Materials & Prepping the Testing Site:

NRAEF exams are untimed. Students typically complete the exam in one hour.

Testing accommodations specified in a student's IEP are permitted by the NRAEF. It is unnecessary to notify the NRAEF of testing accommodations in advance of testing. Note that if a reader accommodation is needed for a student taking an online exam, the reader must work one-on-one with the student to provide an "over-the-shoulder" accommodation by reading from the student's computer screen. *Since NRAEF exam questions are randomized, a reader cannot accommodate multiple students taking online ProStart exams simultaneously.*

The NRAEF permits all students to use basic calculators (non-scientific and non-graphing) during the exam. The NRAEF also permits all students who speak English as a second language to use bilingual format or English-native language dictionaries, or a qualified bilingual interpreter, while taking ProStart exams. (It is recommended that the use of the dictionary be noted in the student's accommodation plan prior to testing.) Spanish-language versions of ProStart exams are available.

The use of scratch paper and writing utensils is permitted during ProStart exams, provided that the materials are provided by the ProStart Program Proctor and not the student.

Other outside resources are not permitted unless specified by a student's IEP. For questions about providing accommodations, please [contact the RCU](#).

Regarding room setup, please defer to your district's test security plan. Ensure all instructional materials related to the ProStart exam have been removed from the walls prior to testing.

The ProStart online exams have no technical requirements other than an Internet connection, mouse, and keyboard. The exams should work well on multiple platforms, across various browsers, and are Mac-compatible.

Administering Online Exams:

1. Students go to the NRAEF website: www.chooserestaurants.org.
2. Under "Programs and Scholarships," select "Exams" under "ProStart for Students."
3. Under "Take Exam," select "Start Exam."
4. Under "Existing User," enter your NRAEF User ID and Password to log into your student account. (If you do not have a User ID and Password, select the "Create New Profile" option under "New User" to create them.)
5. Select the exam you will be taking (e.g., Level 1 or Level 2, English or Spanish).
6. Review the Examinee Test Use Agreement and select "I Accept."
7. Read through the "Exam Instructions" and complete the "Online Demo."



8. When ready to begin testing, enter your Exam Access Code (exactly as it appears on your voucher, including hyphens) and click “Continue” to initiate the online exam. Note that each Exam Access Code may be used only once.
9. Review “What you should know about the FRMCA exam” and “Completing the Exam Registration Form.” Then complete the Student Personal Information requested on the Exam Registration Form.
10. Your proctor will enter the Proctor Access Code to begin the exam.

ONLINE TESTING TIPS:

- Remember that teachers are not permitted to proctor the exams of courses they teach, even for national certification exams. Always follow your district’s test security plan!
- If a student cannot log into an online exam, proctors should make sure they have not inadvertently switched the Exam Access Code and the Proctor Access Code for the exam session. Each access code should be entered exactly as it appears (case sensitive, hyphens included, no extra spaces, etc.). Also, remember that a Level 1 Exam Access Code or Proctor Access Code may not be used to administer a Level 2 exam, or vice versa.
- If a student is taking an online exam and cannot advance beyond the profile creation page, make sure the student’s gender has been selected.
- When the student is ready to submit the exam, the ProStart Program Proctor must provide his or her Proctor Access Code to complete the submission.
- During online tests, if an Exam Access Code is not permitting a student to log into an exam, first contact the RCU at 662-325-2510 or helpdesk@rcu.msstate.edu. If an emergency occurs (e.g., illness, power failure, fire alarm, weather emergency, etc.), then close the browser and allow the student to log back in when the emergency ends, if feasible. The student may log back into the exam using the same procedure used initially to access the exam, and the student may resume the test at the point where he or she stopped (previously answered questions cannot be changed). If a problem arises that is test related (e.g., test malfunction), contact the NRAEF Service Center at 1-800-765-2122 ext. 6703 for assistance. Please indicate that you are calling for ProStart exam assistance and include your name and your school’s name.

After Testing:

Students will receive scores immediately. Scores will be reported to the RCU by the NRAEF, and the RCU will provide national certification reports to districts two weeks after the close of the national certification testing window. **It is not necessary for districts to report ProStart scores to the RCU.** If a student tests multiple times within the testing window, only the highest score is kept by the RCU for district/state reporting purposes.

If a student wishes to retest after receiving an unfavorable score on the initial attempt, then the student/district must cover the cost of the exam voucher. *Prices are subject to change by Pearson without notice.* To purchase an exam voucher, please contact Pearson directly at 1-800-848-9500:

- Online Exam Voucher for FRMCA Level 1 ISBN 9780132156745
- Online Exam Voucher for FRMCA Level 2 ISBN 9780132549790

