

Scheduling an Online Exam

To Schedule Your Online Exam

- After logging into your email-based account, select **“Educators”** at the top. Then select **“Educator Services”** ([link here](#)) and select **“Exam Management.”** Then select **“Schedule Exam.”**
- Select **“Schedule Exam.”** Read the Proctor Agreement Form. Select **“I accept.”**
- Select the **“Online”** format.
- Complete all fields under the **“Print Exam Schedule Form.”** Select **“Save.”**
If you need to update which school you teach at, login to myprostart.chooserestaurants.org. Select **“Educators”** at the top. Then select **“Change My School”** located beneath **“Educator Services.”**
- You will receive an Exam Session Number and a Proctor Access Code. Please print this screen or copy these numbers for future reference.
- You will receive your Exam Session Number along with your Proctor Access Code, via email if a valid email address is on file. Once you have this information, you may begin conducting your exam at any time.