

Scheduling a Print-Based Exam Session

To Schedule a Print-Based Exam

- ❑ Go to myprostart.chooserestaurants.org. 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”** beside the appropriate course name and level. Read the **Proctor Agreement Form**. Select **“I accept.”**
- ❑ Select the **“Print”** 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 your **Exam Session Number** along with instructions for printing your exams and Exam Information Form.



Printing Your Exam

- ❑ Upon completion of the above procedure, you will be taken to the **Print Exam Schedule Confirmation Page**. You will also receive a confirmation email.
- ❑ Write down the Exam Session Number for your records.
- ❑ Download and print a copy of the Exam Information Form. You must submit this form when you send your completed answer sheets to be graded.
- ❑ Download the PDF copy of your Master Exam. You may make as many copies of this exam as you need for your class. Please keep all copies in a secure location.