

Scheduling a Print-Based Exam Session

To Schedule a Print-Based Exam

- Go to Nraef.org, under Educators, select “**Educator Services,**” then select “**Schedule Exams.**”
- Enter your user ID and password.
- 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.**” Click “**Save.**”
Note: If you need to change your school, please send the new information to us at ServiceCenter@restaurant.org.
- 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 exam booklet. You may make as many copies of this exam as you need for your class. Please keep all copies in a secure location.