

## Scheduling an Online Exam

### To Schedule Your Online Exam

- Go to [Nraef.org](http://Nraef.org), under Educator, 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 “**Online**” format.
- Complete all fields under the “**Online Exam Schedule Form.**” Click “**Save.**”  
**Note:** If you need to change your school, please email the new information to us at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org).
- 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.