**PROCTOR: Fill in the highlighted portions of this letter to your students with exam information for your school before sending an individual letter (with unique exam code) to each student.**

Dear ProStart Student,

Your exam for (insert name of class) will occur on (insert date and time). You may be taking your exam at the same time as two (if you are proctoring the three maximum students at one time) other students from your class.

As this exam must be monitored by me, please be sure you have downloaded and have a login in to (Insert the name of your school’s video/web conferencing software) 48 hours prior to your exam date. (Please include any other instructions related to accessing the scheduled exam session through the video/web conferencing software)

**Exam Instructions**

**Step 1:** Two days before the exam date, ensure you can log in to ChooseRestaurants.org. If you do not already have a user ID and password, create your login for the exam site at <https://chooserestaurants.org/access/ps/UserProfile/UserLogin?returnurl=/ps/exams/myonlinecenter.aspx>. **Write down your user ID and password to ensure you remember it for your exam day.**

**Step 2**: Have a plan for where you will complete your exam at your scheduled time. On the exam date, you will need to have a private room for taking your exam. The exam room must meet these requirements:

* You will be the only person in the room
* You have your computer with audio enabled, computer mouse (if you use one) and access to a mirror that you can use to show me your computer screen
* Your computer will only have the web/video conferencing screen open and the web page you will use to complete the exam on
* The surface your computer is on only has your computer, a computer mouse, your ID (school ID, State ID or Drivers License) and a mirror (if using a handheld one).
* There is nothing in your exam room that could be used as a source for exam answers.

**Step 3**: At your scheduled exam time, log into (name of your video/web conferencing software) and be ready to show me that your exam room meets the requirements listed above.

**Step 4**: Log into the Choose Restaurants site: <https://chooserestaurants.org/Programs-and-Scholarships/ProStart-for-Students/Exams>.

**Step 5**: You will click the “start exam” button under the “take an exam” session and use your login. When prompted for the exam access code, this is your unique exam access code:

(Type or cut and paste their exam access code here) [Provide one code per student – codes are single use and individual to each test taker]

**Step 6**: I will provide you the Proctor Access Code and you will be able to take the exam. The exam will take approximately 1 hour to complete and you will be able to get your exam results after you are finished testing.

See you soon.

(Your signature)