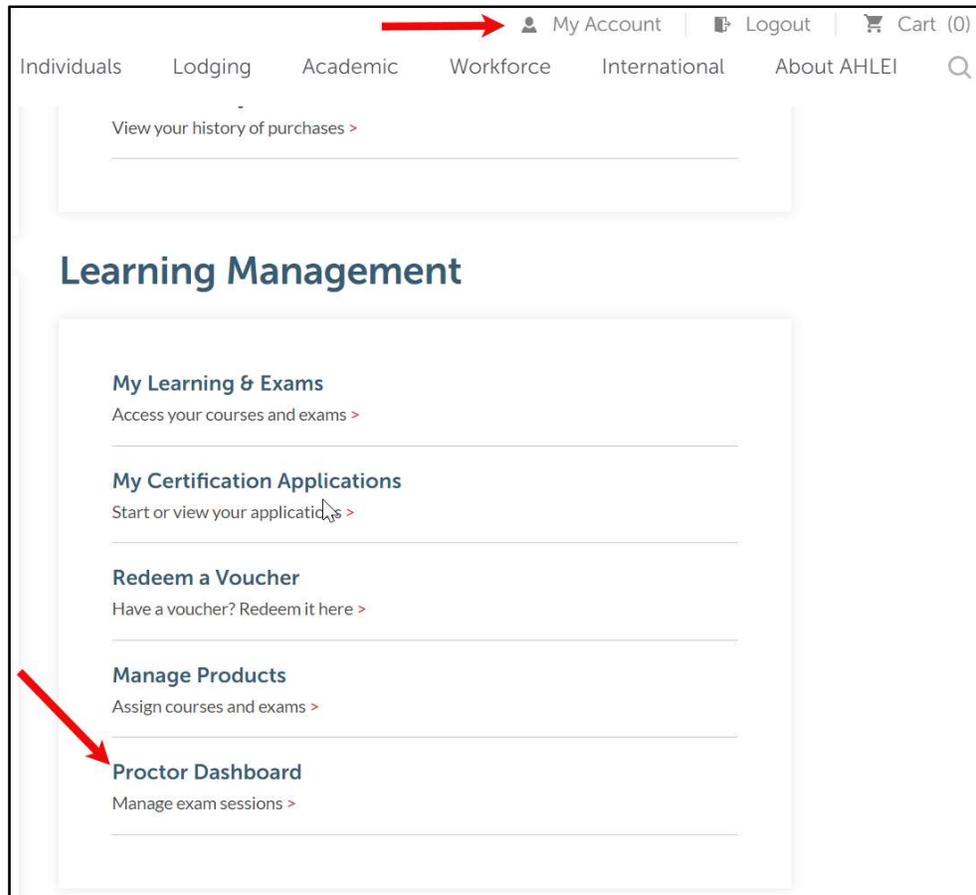
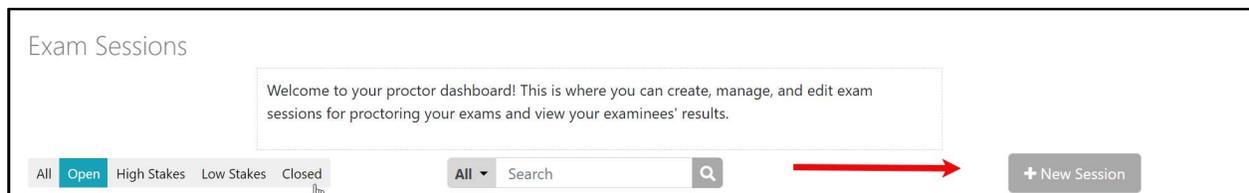

AHLEI

Schedule, Manage and Publish an Exam

1. Log into your account on AHLEI.com Go to “My Account”. Scroll down to Learning Management and under Proctor Dashboard, select **“Manage exam session”**.



2. To create an Exam Session, Select **“+New Session”**.



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

3. Complete the required fields. ***Please note**, there are many Exam titles that have similar names but may be retake or different languages. Make sure you select the correct Exam Once you have completed all fields, select **“Continue”**.

New Exam Session

1 EXAM TYPE2 DATE AND TIME3 EXAM LOCATION4 SETTINGS5 REVIEW

Business Line*

Program*

Exam*

Exam Format*
 Online

Proctor or examinees will have to provide computer equipment for the exam.

Sponsor*

[Can't find your sponsor?](#)



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

4. Enter an Exam Date, Time and Time Zone, select “Continue”.

The screenshot shows the 'New Exam Session' form at step 2, 'DATE AND TIME'. The progress bar at the top indicates five steps: 1. EXAM TYPE, 2. DATE AND TIME (highlighted), 3. EXAM LOCATION, 4. SETTINGS, and 5. REVIEW. The form contains three required fields: 'Scheduled Date*' with a text input showing 'MM/DD/YYYY' and a calendar icon; 'Scheduled Time*' with a dropdown menu showing 'Choose One'; and 'Time Zone*' with a dropdown menu showing 'Choose One'. At the bottom, there are two blue buttons: 'Previous' and 'Continue'. A red arrow points to the 'Continue' button.

5. Provide the Exam location and select “Continue”.

The screenshot shows the 'New Exam Session' form at step 3, 'EXAM LOCATION'. The progress bar at the top indicates five steps: 1. EXAM TYPE, 2. DATE AND TIME, 3. EXAM LOCATION (highlighted), 4. SETTINGS, and 5. REVIEW. The form contains several required fields: 'Exam Address*' with two text inputs for 'Street Address Line 1' and 'Street Address Line 2 (optional)'; 'City*' with a text input; 'State / Province*' and 'Zip / Postal Code*' with two text inputs; and 'Country*' with a dropdown menu showing 'United States'. At the bottom, there are two blue buttons: 'Previous' and 'Continue'. A red arrow points to the 'Continue' button.

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6. Enter the Number of students expected. You will also need to enter a password for the student to unlock the exam. Please make note of the password. Select **“Continue”** when all fields are completed.

New Exam Session

1 EXAM TYPE 2 DATE AND TIME 3 EXAM LOCATION 4 **SETTINGS** 5 REVIEW

Number of Students Expected

Password to Unlock Exam*

Email Addresses for Results*

CC: to additional email address

Previous **Continue** ←

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7. Review the exam session information. Check the box to acknowledge and understand the terms of the policy and select **“Save Session and Register Users”**.

New Exam Session

1 EXAM TYPE 2 DATE AND TIME 3 EXAM LOCATION 4 SETTINGS **5 REVIEW**

1. EXAM TYPE Edit

AHLEI
Academic Instructor - Hospitality and Operations - Exams
Hospitality Today: An Introduction Exam
NATIONAL RESTAURANT ASSOCIATION & AHLEI
Online Exam

2. DATE AND TIME Edit

01/14/2021
2:00 PM
Eastern Time

3. EXAM LOCATION Edit

233 Wacker Dr

Chicago
Illinois
60606
United States

4. SETTINGS Edit

5
Exam results will be emailed to:
tnewcomb33@yahoo.com
Exam results will be CC'd to:

ACKNOWLEDGEMENTS

I have reviewed and fully understand, acknowledge and agree to the terms of the policy.
[Click here to view the policy document](#)

Save Session & Register Users

If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

- When you see this screen, you can now click **“COPY”** on the left bottom side of the page to copy the enrollment link. Share this link with students along with the exam start password (created in the exam session set up).

Exam Session Scheduled Close

[Back to Sessions](#)

Exam Session ID# 271 - **Scheduled** Edit Session

AHLEI
Academic Instructor - Hospitality and Operations - Exams
Hospitality Today: An Introduction Exam
Sponsored by NATIONAL RESTAURANT ASSOCIATION & AHLEI

Time Examinees (0)
 01/14/2021 02:00 PM
 America/New_York Timezone

Location
 233 Wacker Dr
 Chicago, Illinois
 60606
 US

Exam Details
 Advertised Session
[User Invitation Link](#)
Copy

Requires Exam Codes

Name	Language	Email	Status
No examinees enrolled yet. You can enroll up to 5 examinees: <ul style="list-style-type: none"> By sharing an invite link 			

- Once the Examinee has registered through the invitation link, you can view exam details from the Proctor dashboard, select **“Manage”**.

Exam Sessions

Welcome to your proctor dashboard! This is where you can create, manage, and edit exam sessions for proctoring your exams and view your examinees' results.

All **Open** High Stakes Low Stakes Closed All Search + New Session

Session	Date/Time	Program	Exam	Seats Enrolled	Pending	Status	Actions
000338	1/27/2021 05:00 PM CST	Academic Instructor - Hospitality and Operations - Exams	Understanding Hospitality Law Exam	001/15	014	Under Review	View Details Manage

If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

10. From this page, you can see the student(s) information now. You can use this page to do the following:

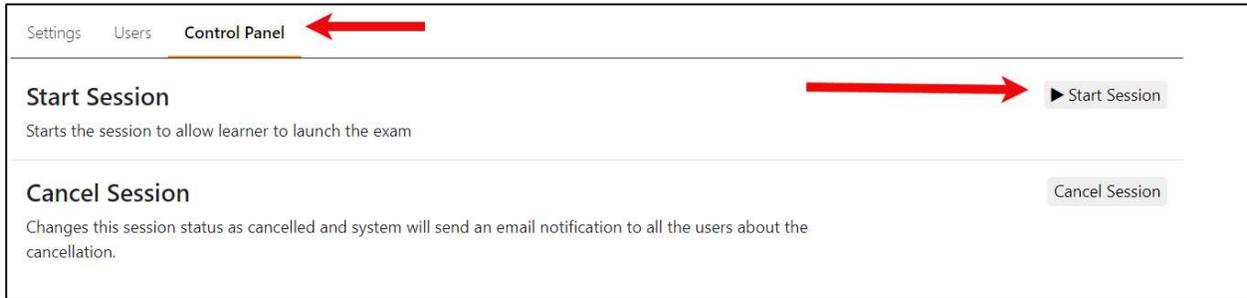
- Un-enroll a student.
- Edit the session
- Copy and resend the User Invitation Link

11. To Start the exam session, select “Manage” on exam sessions page.

Session	Date/Time	Program	Exam	Seats Enrolled	Pending	Status	Actions
000258	1/12/2021 07:00 AM CST	Academic Instructor - Hospitality and Operations - Exams	Hospitality Today: An Introduction Exam	001/1	000	Graded	View Details Manage
000271	1/14/2021 02:00 PM EST	Academic Instructor - Hospitality and Operations - Exams	Hospitality Today: An Introduction Exam	001/5	004	Scheduled	View Details Manage

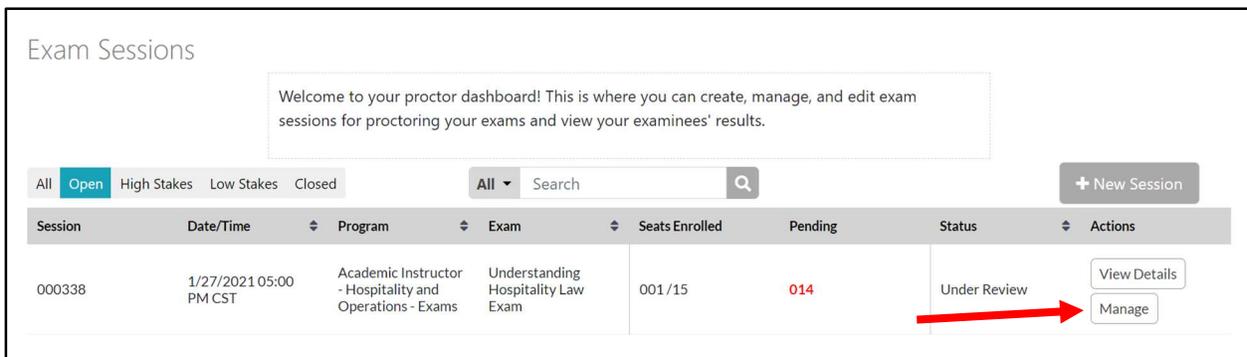
If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

12. First, select the “Control Panel” tab. You can then select “**Start Exam Session**”.



The screenshot shows the 'Control Panel' tab selected in a navigation menu. Below the menu, there are two main sections: 'Start Session' and 'Cancel Session'. The 'Start Session' section includes a description 'Starts the session to allow learner to launch the exam' and a 'Start Session' button. The 'Cancel Session' section includes a description 'Changes this session status as cancelled and system will send an email notification to all the users about the cancellation.' and a 'Cancel Session' button. Red arrows point to the 'Control Panel' tab and the 'Start Session' button.

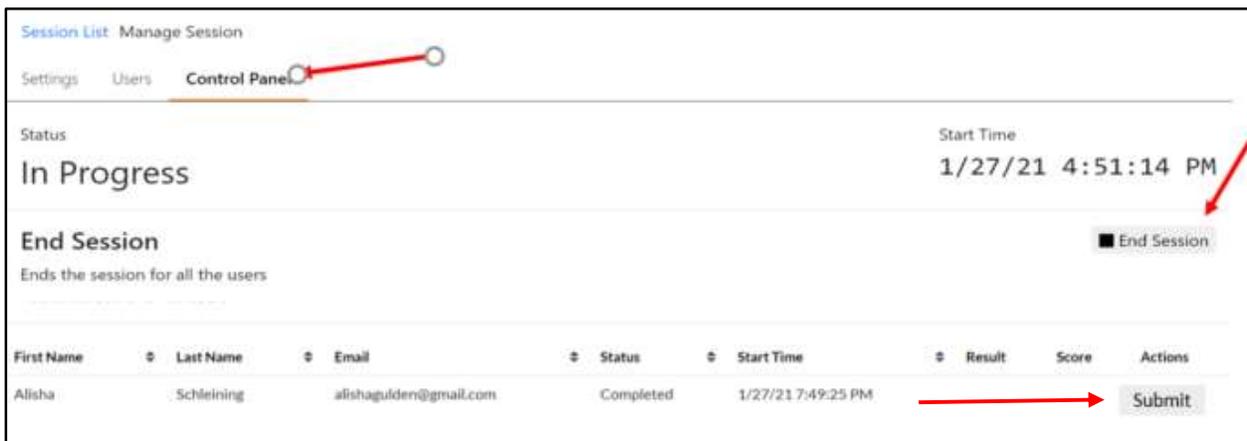
13. Once the exam is completed, you the Proctor will need to publish the exam results. From the Proctor Dashboard, select “**Manage**”.



The screenshot shows the 'Exam Sessions' dashboard. At the top, there is a welcome message: 'Welcome to your proctor dashboard! This is where you can create, manage, and edit exam sessions for proctoring your exams and view your examinees' results.' Below this is a navigation bar with tabs for 'All', 'Open', 'High Stakes', 'Low Stakes', and 'Closed'. There is also a search bar and a '+ New Session' button. The main content is a table with columns: Session, Date/Time, Program, Exam, Seats Enrolled, Pending, Status, and Actions. The table contains one row with the following data: Session: 000338, Date/Time: 1/27/2021 05:00 PM CST, Program: Academic Instructor - Hospitality and Operations - Exams, Exam: Understanding Hospitality Law Exam, Seats Enrolled: 001/15, Pending: 014, Status: Under Review. The 'Actions' column for this row has two buttons: 'View Details' and 'Manage'. A red arrow points to the 'Manage' button.

14. Select “Control Panel” and then click “Submit”. Click “End Session” to close the exam session for all students.

*Note: If you click on “Submit” next to each individual student’s name, you can submit that student for Grading while remaining students complete their exam.



The screenshot shows the 'Control Panel' tab selected in a navigation menu. Below the menu, there are two main sections: 'End Session' and a table of students. The 'End Session' section includes a description 'Ends the session for all the users' and an 'End Session' button. The table has columns: First Name, Last Name, Email, Status, Start Time, Result, Score, and Actions. The table contains one row with the following data: First Name: Alisha, Last Name: Schleinig, Email: alishagulden@gmail.com, Status: Completed, Start Time: 1/27/21 7:49:25 PM. The 'Actions' column for this row has a 'Submit' button. Red arrows point to the 'Control Panel' tab, the 'End Session' button, and the 'Submit' button.

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)