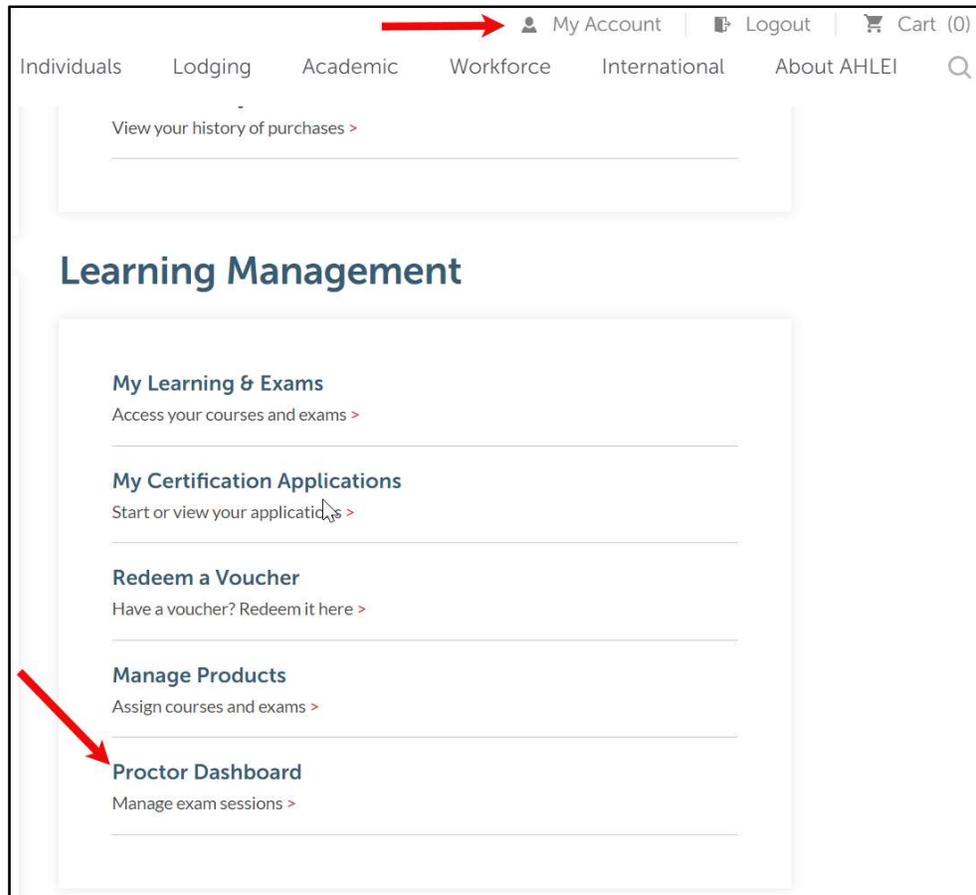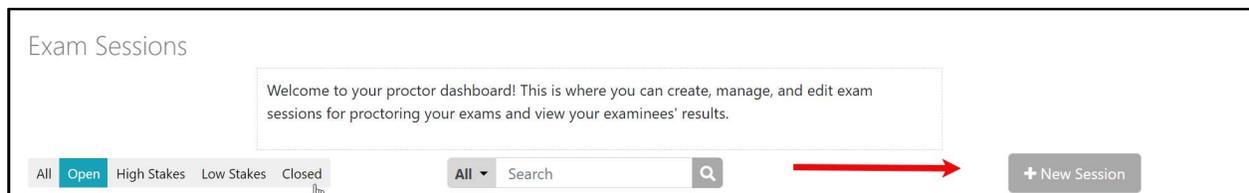# AHLEI
Schedule, Manage and Publish an Exam

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"**.

4. Enter an Exam Date, Time and Time Zone, select **"Continue"**.

5. Provide the Exam location and select **"Continue"**.

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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.

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"**.

8. 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).

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

10. From this page, you can see the student(s) information now. You can use this page to do the following:
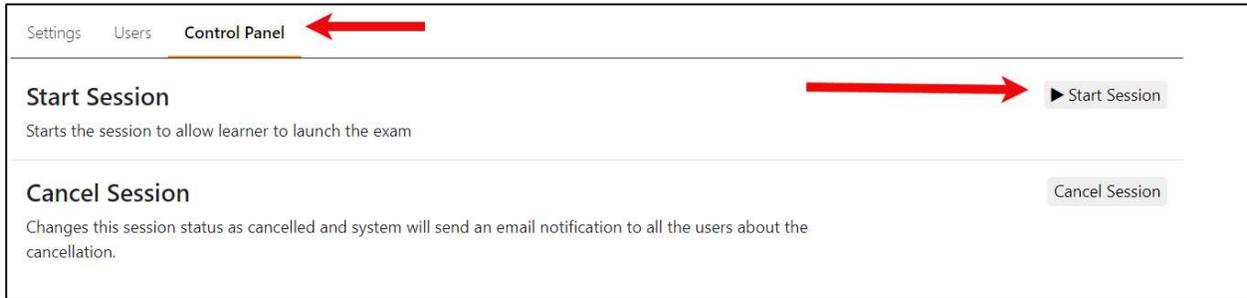   - Un-enroll a student.
    - Edit the session
    - Copy and resend the User Invitation Link

11. To Start the exam session, select **"Manage"** on exam sessions page.

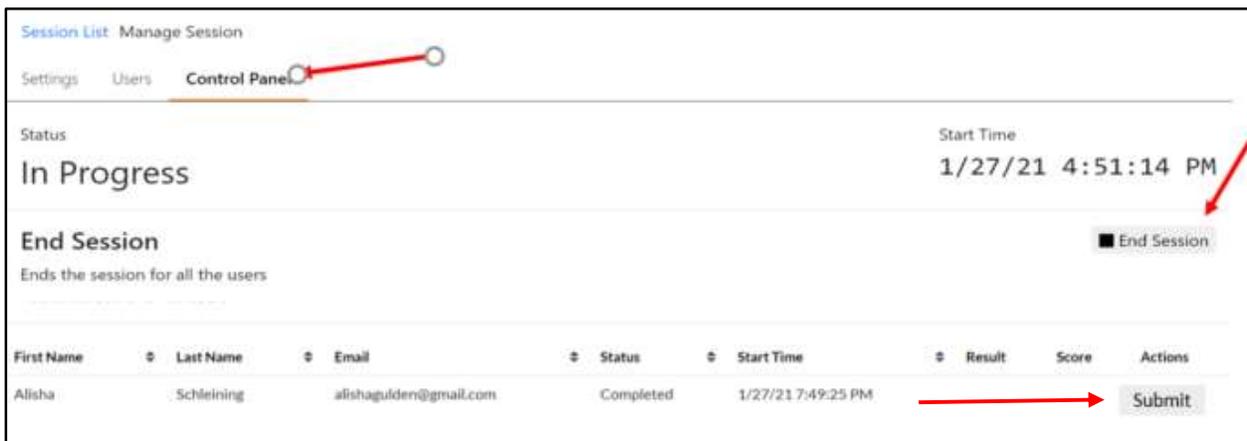12. First, select the "Control Panel" tab. You can then select **"Start Exam Session".**

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

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.

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