

1.	Name of test (s)	ProStart Foundations of Restaurant Management and Culinary Arts Level I & II
2.	Name and address of test provider	National Restaurant Association Education Foundation 175 West Jackson Blvd Suite 1500 Chicago, Il 60604
3.	Number of test items (each test if multiple tests)	100 questions each
4.	Length of test (each test if multiple tests)	100 questions each
5.	Technology requirements for testing lab	Paper and pencil or online available
6.	Web site where test information is available	www.scprostart.com
7.	Web site to register students for test	www.nraef.org
8.	Step-by-step directions for registering students for test	<p>1. Make sure you are a registered ProStart Educator with the National Restaurant Association Educational Foundation (NRAEF). You can do so by clicking here -> ProStart Educator Registration</p> <p>2. Request Exam Answer Sheets from the South Carolina Restaurant and Lodging Association. Thanks to grant funding and local support from our members Exam Answer Sheets are available to Full ProStart Program Educators free of charge. SCRLA recognizes the importance of testing and certifying students and is committed to providing answer sheets as long as we can. You can request exam answer sheets by getting a hyperlink from Douglas OFlaherty by emailing him at doug@scrla.org</p> <p>Exam Answer Sheet requests are due by Nov. 15 for fall semester and April 15 for spring semester. Please allow 10 days for delivery.</p> <p>3. Once you are registered, have requested your exam answer sheets from SCRLA, now you need to receive</p>

the exams. You can obtain ProStart Exams directly from the NRAEF web site at prostart.restaurant.org, which ensures you have the current exam as quickly as you need it.

Print-based and online exam sessions must be scheduled through the web site. After logging in with a valid educator access, select “Schedule/Download Exam” from the Educator Services section of the web site. Select the appropriate exam type (Year 1, Year 2 from 2nd edition or Level 1, Level 2 from new 3rd edition), and then indicate if this is an online or print-based exam. Only Level 1 and Level 2 exams are available in online format. In addition, the Level 1 exam can be taken in English or Spanish.

**FOR PRINT BASED EXAMS
CONTINUE, ONLINE EXAMS ARE
FINISHED AT THIS POINT:**

Once you have completed all of the required fields, you will be taken to the Print Exam Schedule Confirmation Page. This page includes:

Your Class Number

Links to the Exam Information Form

The Master Exam, which can be downloaded in PDF format

Record the Class Number for your records, and print both the Exam Information Form and the Master Exam. Once you have finished administering the exam, you must submit the Exam Information Form and all completed Answer Sheets to NRAEF for grading.

	<p>*The Exam also comes with an Answer Key. Answer Keys can be used if you must submit grades prior to when they are available from NRAEF.</p> <p>4. (For print based exams only) Submit completed Exam Answer Sheets and Exam Information Form to NRAEF. Send all information no later than 2 business days after exam administration via an in-route traceable mailing method (UPS, Airborne, Fed-Ex) to:</p> <p>National Restaurant Association Educational Foundation Attention: Service Center 175 West Jackson Blvd., Suite 1500 Chicago, IL 60604-2814</p> <p>If there is a valid e-mail address on file, you will receive an e-mail when the results are available online.</p> <p>Testing complete!</p>
<p>9. Web site for test administration directions</p>	<p>www.nraef.org/Educators/Prostart</p>
<p>10. Test provider contact person's name and title</p>	<p>National Restaurant Association Educational Foundation Attention: Service Center 175 West Jackson Blvd, Suite 1500 Chicago, IL 60604- 2814</p> <p>Phone: 800.765.2122, ext. 6703 (toll-free) or 312.715.1010, ext. 6703 (local)</p> <p>Fax: 866.665.9570 (toll-free) or 312.583.9853 (local)</p> <p>Web site: nraef.org</p> <p>Email: Servicecenter@restaurant.org</p>

	<p>Exam</p> <p>Security Department: Servicecenter@restaurant.org</p> <p>You must include “Exam Security” in the subject line.</p> <p>Exam Security Hotline: 888.291.6462</p>
11. Test contact person’s phone number	Douglas O’Flaherty, Director of Operations 803-765-9000
12. Test contact’s person’s e-mail address	doug@scrla.org
13. Phone number for technical assistance during the test	800.765.2122, ext. 6703 (toll-free) or 312.715.1010, ext. 6703 (local)
14. Is a sample test provided?	No
15. Are sample test items provided?	
16. What fields of data are required to be entered to register students for a test?	First Name, Last Name, School
17. Who can register students for a test?	Teacher
18. Who can administer the test?	Teacher
19. Are teachers allowed to administer/proctor the tests?	Yes
20. What are the rules for proctors?	
21. How do test administrators/proctors advise you of accommodations needed by students, as required in students’ IEPs, for example?	<p>Examinees with Disabilities NRAEF provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the Americans with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Educational and Psychological Testing. This includes alternate test formats (such as oral instead of written) and test aids (such as readers or translators). Please follow your school’s guidelines when making such accommodations.</p> <p>Foreign Language Translations An examinee with limited proficiency in English may use a qualified interpreter to assist the Educator in administering his or her Exam. The interpreter must be fluent in both English and the</p>

	examinee's native language. The interpreter may have no personal relationship to the examinee. The interpreter also may not interpret subjective opinions or provide cues to the examinee. Examinees who want to take the Exam in English are permitted to use a bilingual English-native language dictionary (e.g., English-Spanish) during the Exam. Inspect the dictionary when the examinee arrives for the Exam. English-language dictionaries are not permitted.
22. What accommodations do you routinely provide for individual students?	See above
23. What are the dates for test administration during the 2015-16 school year?	October 1, 2015-August 30, 2016
24. When are results available?	Online: immediately Paper: 1-4 weeks
25. Who receives test results?	Teacher
26. What extra steps, if any, are required to be completed by schools/teachers, before students can be registered for tests? These steps might be specific to SC.	The teacher must be approved to administer the exam in advance through the SC office.
27. What are the cut scores for the test(s)?	70%