



National Registry of Food Safety Professionals

Creating the Foundation for a Safe Food Culture

Online Exam Enrollment

In many cases, the Test Administrator/Proctor may be creating the account and enrolling the examinee for the exam. To create an Examinee account and enroll for the exam, follow the instructions below:

1. Go to the Diversys Exam Portal: <https://nrfsp.myvlp.com>. (Some Large Corporations may have their own Company Exam Portal, please see your employer for access to your Company's Portal)
2. If the examinee already has an account, have them log in. Once logged in click the ENROLL NOW tab on the top right side of the screen and skip down to Step 4.
3. If the examinee does not have an account, click the "**Click here to create a new account >>**" link.
4. Next window will direct to the **ENROLL NOW** screen where you can choose an English or Spanish version of the desired exam needed.
5. ****Please note** - ONLY choose the "**NOT PROCTOR U, THIS IS AN IN PERSON EXAM**" labeled exams. These exams require a proctor physically present with the examinee. On the next screen, select the appropriate exam by clicking on the **ADD TO CART** button next to the exam.
 - ∞ After clicking this item, a pop-up window box will prompt you to confirm or return to shopping, click REVIEW ORDER AND CHECKOUT to continue.
6. The next screen is an Order Confirmation screen:
 - ∞ If using a prepaid Diversys Exam Voucher, enter the voucher number in the + USE A DISCOUNT OR PRE-PAID CODE, then click the APPLY CODE button. This will change the exam cost to show a \$0.00 balance. Click the NEXT button.
 - ∞ All other payment methods can just click the NEXT button.
7. If an examinee has already created their account and is logged in, skip down to Step 9.
8. If an examinee is creating a new profile:
 - ∞ have examinees enter only their personal direct contact information and do not enter any of the proctor's contact information. Examinees must provide information in fields with an asterisk "*" to continue. Once all required fields are complete, click the NEXT button.
9. In the **Payment Information** screen, complete all required fields for payment. Be sure to check the reCAPTCHA "I'm not a robot" checkbox as well as the **ACCEPT TERMS AND CONDITIONS** checkbox, then click **COMPLETE ORDER**.
10. Next screen will prompt to the **COMPLETE YOUR ORDER** Page where you will confirm the exam purchase, once confirmed, click the NEXT button.
11. Once the exam has been purchased, the examinee may immediately start the exam or can log out and come back to take the exam (with their proctor present) at another time. To start the exam, please go to next section "Starting an Online Exam" for instructions.

Questions or issues with Online Exams, please contact the Customer Care Department (1-800-446-0257 / Customer.Service@nrfsp.com).



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Starting an Online Exam

To start the In-person proctored online exam, ensure the examinee is logged into their Student Profile via the Diversys Exam Portal: <https://nrfsp.myvlp.com>. (Some Large Corporations may have their own Company Exam Portal, please see your employer for access to your Company's Portal)

1. Ensure the correct name is present in the Examinee's profile. (Located under the NRFSP logo on the upper middle section of the screen)
2. When the examinee is ready to start the exam, click the **CLICK TO START->** button.
3. A pop-up window will prompt the Proctor to authorize the start of the exam by entering their proctor credentials. The Proctor will enter their Proctor ID and Password, then click the **VERIFY CREDENTIALS** button to launch the exam.
 - ∞ **PROCTORS DO NOT SHARE YOUR CREDENTIALS WITH ANYONE**
4. Next window will prompt the examinee to complete the INTRODUCTION PROCESS by reading and agreeing to the Terms and Conditions of taking the National Registry Food Safety Manager Certification Exam including the Non-Disclosure, Code of Conduct, and Examinee Consent Agreements.
 - ∞ The Introduction pages 2-4 will cover the Examinee Consent and Non-Disclosure Agreement
 - ∞ The Introduction page 5 will cover the Online Exam Instructions
 - ∞ The Introduction page 6 will cover the Examinee Code of Conduct
 - ∞ The Introduction page 7 will confirm all terms and conditions have been reviewed and the exam will now start.
5. When ready click the NEXT button to begin the exam.

∞ ***If an examinee does NOT agree with any of the terms and conditions, they cannot start the exam and should close out the pop-up window and log out.***

∞ ***Reviewing the terms and conditions pages will not count towards the 2-hour exam time limit, so the examinee may take their time reviewing this information.***

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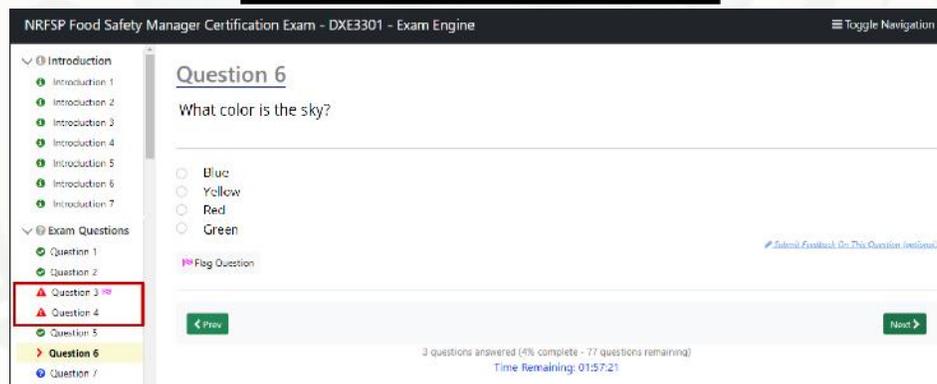
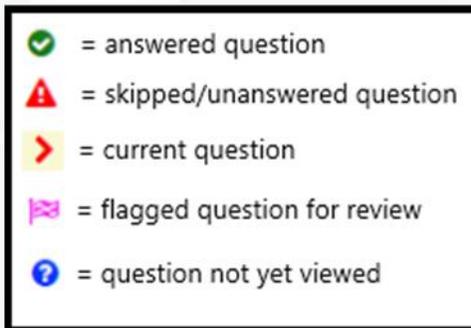
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Online Exam Features

Once the exam begins, the exam screen will have multiple features the examinee may use to ensure the exam runs smoothly. The exam screens will show the current question, time left to complete the exam and allow examinees to flag items for later review, provide feedback/comments on specific questions, and move to the next or previous question.

As the examinee progresses through the exam, the column on the left will show statuses of each question, whether the question is answered, skipped/unanswered, current question number, flagged for review, or has not been viewed yet.





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Online Exam Completion Process

Before completing the exam, the system will note any skipped or unanswered questions. The examinee can click the **NEXT UNANSWERED QUESTION >** button, or manually select any flagged or skipped/unanswered questions from the column list on the left side of the screen to go back and review any questions.

∞ *Not all questions must be answered, but it is better to guess an answer than leave blank.*

1. When all questions are answered/reviewed by examinee click the SUBMIT EXAM button to close out the exam for grading.
2. A separate mini pop-up window will prompt the examinee to confirm they wish to submit the exam for grading, click the OK button.
3. Once confirmed, the examinee will receive an unofficial score analysis noting the score percentage and if they did or did not pass. The score analysis will provide a diagnostic report breaking down the job task categories of the exam to show which sections the examinee may need to further review and which areas they have down pat.
4. The examinee must close out the pop-up window and log out of their student profile to complete the examination process.

Once the Examinee has completed the Examination Process, the exam data will be sent electronically to National Registry the following business day for official processing and scoring. The Online Exam Certificate of Completion is NOT an official or valid score and will not be honored as a valid Certificate. National Registry will mail the results to the address listed in the Student Profile in the form of a valid Certificate or Failure Notification.