

ManageFirst® Exam Information Form

All copies of this form must be as clear and dark as the original.

All required information in Sections 1 & 2 must be completed, or answer sheets will not be scored.

Section 1—Contact Information (REQUIRED)

Proctor Name

Organization Name

Mailing Address for Results and Certificates (no P.O. Boxes)

Phone Number

Email

Section 2—Exam Administration Information (REQUIRED)

Exam Form Number

Course Name

Number of Answer Sheets Enclosed

Exam Date

Section 3—Answer Sheet Information

Please paper clip your answer sheets to this form, and submit via traceable mail within 48 business hours of the exam date. Detailed instructions for submitting answer sheets for scoring and obtaining results are provided in the *ManageFirst Exam Administration Handbook*, which can be printed from the Instructor Resources Center on our Web site at www.managefirst.restaurant.org.

Mailing Address: National Restaurant Association
Attention: Service Center
175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2814

By submitting these answer sheets you, the Proctor, acknowledge this Exam was administered per the standards in the current version of this program's Handbook. Please note any irregularities (if additional space is needed, please include a letter of explanation along with this form).

The National Restaurant Association will not be held responsible for any deviation from the standard procedures outlined in the *ManageFirst Exam Administration Handbook* including, but not limited to, a failure to return answer sheets via in-route traceable delivery.

Office Use Only

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