

## Instructor/Proctor View Scores Online

### Information Needed to Review Exam Scores Online

- User ID and password. (If you have forgotten your user ID and password, please email ServiceCenter@restaurant.org with your name, instructor/proctor number, title, organization, address, phone/fax number, and email address. If you are not a ManageFirst® instructor/proctor, please complete the application available at ManageFirst.Restaurant.org.)
- Results typically are available within 10 business days of the exam date for print exams. Scores for online exams are available immediately following exam completion.

### How to Obtain Exam Results Online

- Go to ManageFirst.Restaurant.org.
- Click **“Check Scores”** located on the top left side of page.
- Enter your user ID and password and click **“Login.”**
- Select the preferred method for searching score results by clicking on the appropriate link.

#### Search by Class Number

- Type class number. Click **“Submit.”**

#### Search by Date

- Enter the appropriate date range. Click **“Submit.”**
- Click **“ManageFirst Program (Classes Found).”**

#### Search by Examinee Name

- Enter the examinee's last and first name. Click **“Submit.”**
- Click **“ManageFirst Program (Classes Found).”**

### Instructor Curriculum Report

- Screen shows total number of examinees, total number of examinees passed, total number of examinees failed, average class point score, and average class percent score for each class. **All information can be downloaded into a Microsoft® Excel® file.**
- Click **“Domain Scores”** at the bottom of the screen under course summary to view overall score breakdown by domain for all classes listed.
- Click **“Domain Scores”** to the right to view overall breakdown by domain for a single class.
- Click **“Class Number”** to the left to access class details for a single class.

### Class Score Analysis Detail Report

- Screen shows all examinees overall point and percent scores from selected class. All information can be downloaded into a Microsoft® Excel® file.
- If it is a large class and all examinees do not appear on the initial screen, select the page number at the bottom of the class detail.
- Click **“Student Details”** button across from examinee name to access **Score Analysis Report** for detailed information about an individual examinee.

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### **Examinee Score Analysis Detail Report**

Screen shows class information, the examinee's actual percent score, and examinee strengths/weaknesses by presenting the overall percent breakdown by exam domain.



### **Certificates/Results**

Certificates/results are sent to the address on the Exam Information Form within one day of being posted to the website.