

Organization Reviewing Results Online

Information Needed to Review Exam Scores Online

- You must have an **organizational user ID** and **password** to access exam scores.
- If you do not have an organizational user ID and password, contact Service Center 800.765.2122, ext. 6703 to request an Organization Web Access Form.
- Results are typically 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 left side of page.
- Enter your organization user ID and password and click **“Login.”**
- Click the drop down box and select the company that you wish to search results for.
- Select the preferred method for searching score results by clicking the appropriate link.



Search by Class Number

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

Search by Date Range

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

Search by Examinee Name

- Enter the last then first name of the examinee. Click **“Submit.”**
- Click **“ManageFirst Program (Classes Form).”**

Search by Instructor/Proctor

- Click the drop down box and select an instructor or proctor.

Search by State or International

- Click the drop down box and select a state (INTL for exams given outside of US/Puerto Rico).



Organization/Instructor Curriculum Report

- Screen shows high-level view of class information, including: class number, course name, instructor, exam date, 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.

(Continued on Next Page)

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.



Examinee Score Analysis Detail Report

Screen will show 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 business day of being posted to the website.