

Exam Score Release Policy: Certified Food Protection Manager

Authorized By:	G. Franklin Lewis	Date Authorized:	4/26/2016
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Implementation & Review:	Vernon W. Stout, COO
Superseded Document:	
Related Documents:	Information Security Policy and Procedure, Communication with Examinees Policy and Procedure

Any questions or concerns with this Policy and Procedure document should be referred to the first-line supervisor. If questions are not resolved, follow the organizational chart.

1.0 Purpose

The purpose of this policy is to provide clarity for AboveTraining Inc. (DBA StateFoodSafety.com) employees concerning when, how, and to whom Certified Food Protection Manager (CFPM) Exam scores may be released.

2.0 Scope

This policy outlines when, how, and to whom CFPM exam scores may be released.

3.0 Definitions

For the purposes of this document, the following definitions and connotations apply:

- “*AboveLMS*” is the proprietary Learning Management System of AboveTraining Inc.
- “*Categorical Feedback*” is information provided to the examinee about his or her individual performance on a category of learning objectives (e.g., Food Worker Health & Hygiene).
- “*Employer*” is an individual who employs or oversees the training and regulatory compliance of an examinee, including (but not exclusive to) corporate trainers, supervisors, or franchisees.
- “*Exam*” refers to the StateFoodSafety.com Certified Food Protection Manager (CFPM) Exam.
- “*Examinee*” is any applicant, successful or otherwise, of the StateFoodSafety.com CFPM Exam.
- “*Proctor*” is any individual who has been approved and certified by StateFoodSafety.com to act as a proctor for its CFPM Exam.
- “*Transcript*” refers to the score issued automatically by AboveLMS upon submission of the exam and categorical feedback.

4.0 Policy

4.1 Score release to the examinee:

4.1.1 An examinee may access his or her score and transcript at any time following the submission of the exam to AboveLMS.

4.1.1.1 All scores and transcripts are accessible through the examinee's password-protected account on AboveLMS.

4.2 Score release to the employer:

4.2.1 Employers who purchase exam vouchers for examinees will be able to access those examinees' scores.

4.2.2 Employers who have not purchased the exam for an examinee must contact the examinee for approval of score release. The examinee is responsible for sending the employer's contact information and written permission for the score to be released to StateFoodSafety.com customer support.

4.2.2.1 Should permission be denied by examinee, the score will not be released.

4.2.3 Only scores will be released to employers. Full transcripts are visible only to the examinee and designated employees of StateFoodSafety.com.

4.3 Score release to the proctor:

4.3.1 Proctors may only view the names and scores of examinees who participated in exam sessions held by that specific proctor.

4.3.1.1 Score reports can be pulled by session within the proctor's password-protected account on AboveLMS.

4.3.2 Proctors may not view the names or scores of examinees who did not participate in exam sessions held by that specific proctor.