Certified SQF Practitioner Examinee Guide

Overview

The Certified SQF Practitioner credential provides a consistent framework for food safety and is created in collaboration between SQFI and Exemplar Global. Those who earn this voluntary professional credential demonstrate their ability to implement, maintain, and continuously improve an SQF food safety system at any site. This certification is part of a defined professional path for the SQF Practitioner that ensures a standardized set of skills and knowledge, a clear roadmap for career development, and a way to acquire new skills and gain valuable experience leading to professional growth.

Terms Used in This Document

1. Item: Often called a question.
2. Stem: The question or statement posed that sets up the question or problem to be answered.
3. Distractor: As part of the item, the selections offered as choices.
4. Key: The correct distractor; often called the answer.
5. Candidate: The individual seeking to apply for the Certified SQF Practitioner credential.
6. Examinee: The individual taking the exam.
7. Exam, exam form: Often called test; the compilation of items that make up the assessment offered to the examinee.

About the Exam

Goal

The goal of the Certified SQF Practitioner exam is to assess the knowledge of the candidate for the Certified SQF Practitioner credential.

Audience

The audience for the exam is an individual who seeks to demonstrate the knowledge required of the candidate for the Certified SQF Practitioner credential.

Exam Delivery

The exam is delivered via the internet via a link that will be emailed to the address provided on your application. **The exam link will be sent after your application has been received and all other criteria for becoming a Certified SQF Practitioner have been met.**

Exam Format

The exam consists of sixty (560) multiple-choice items. The exam will require the examinee to review a series of items consisting of a stem and four distractors and then select the best answer (or key).

Exam Languages

The exam is currently available in English.

Duration and Number of Attempts Allowed

The examinee is given a single attempt to successfully complete the exam.

The duration of the exam is sixty (60) minutes.

Passing Score

The successful completion of the exam is achieved with a passing score of seventy (70) percent or higher.

Preparing for the Exam

What to Study

The content of the exam is based on a job analysis specific to the Certified SQF Practitioner. A self-assessment has been created from the identified job duties and is available to help the examinee in preparing for the exam. The Self-Assessment is available on the SQFI website at www.sqfi.com/training-events/search-for-training/certified-sqf-practitioner-credential.

Confirm Internet Connection and Browser

Prior to attempting the exam, the examinee is strongly encouraged to perform a system assessment to ensure a reliable and strong internet connection.

The testing platform requires the use of Google Chrome. The examinee must have Google Chrome installed on the computer used to take the exam.

Room/Space Preparations

The lighting in the room must be bright enough so that the examinee's face and eyes can be seen throughout the duration of the test.

The examinee's desk/workspace must be completely clear of all books and reference materials. In addition, please clear the entire room (including walls and bookshelves) of any materials that could be considered reference materials. Any suspect items seen during the initial room scan by the proctor will be flagged.

Sitting the Exam

The examinee should allow at least ninety (90) minutes of uninterrupted time to log in, confirm their internet connection, prepare their workspace, and complete the exam.

The examinee will receive an access link via the email included in their user profile.

Proctored Online Exam Requirements

The exam is delivered via the Proctor Exam system. This system allows examinees to take the exam at a convenient time of their choosing, and it will allow for the proctoring of the exam by recording the visual, audio, and desktop aspects of the exam and exam environment.

Important: The examinee's first (given) and last name (surname) must appear exactly as on their government-issued photo ID.

Room/Space Preparations

The lighting in the room must be bright enough so that the examinee's face and eyes can be seen throughout the duration of the test.

The examinee's desk/workspace must be completely clear of all books and reference materials. In addition, please clear the entire room (including walls and bookshelves) of any materials that could be considered reference materials. Any suspect items seen during the initial room scan by the proctor will be flagged.

Violation of these preparations will be flagged during the test by the web proctor and the examinee may risk failing the test, not being eligible for a refund, and potentially being banned from re-taking the test.

The examinee must ensure they adhere to the following rules during the test:

You MUST provide your valid government-issued photo ID when requested.

You MUST scan the room with your webcam when directed.

You MUST remain directly in front of your webcam for the duration of the test.

You MUST NOT have anyone else in the room with you for the duration of your test.

You MUST NOT interact or communicate with anyone by any means while testing.

You MUST NOT use any other electronic devices (phone, headphones, another computer, etc.) while taking the test.

You MUST NOT use any mobile device or have any mobile device within your eyesight during the test. A mobile device is used as part of the proctoring method but may not be used during the exam as a reference.

You MUST NOT access other websites or applications on the computer while testing.

You MUST NOT intentionally disable the internet connection while testing.

After the Exam

Examinees will receive their exam results after the review is completed for computer-delivered exams taken online.

Status of Certification Application

To check the status of your application, log in to Exemplar LINK using your username and password. Click on the "Manage My Certifications" button. From the drop-down menu choose the Exemplar Global option. From there, select the 'Current Certifications' tab. You will then be taken through to the 'Applications in Progress' page where you can check the status of your certification application.

For assistance contact info@exemplarglobal.org.