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# AHLEI

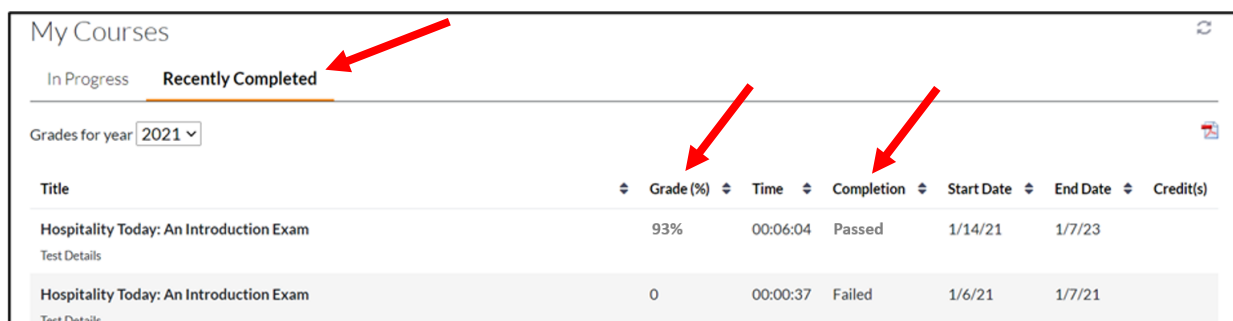
## Student: Exam Results and Certificate

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**For Non-Proctored Exams**, you will be able to see your exam results after you complete the exam.

**For Proctored Exams**, you will be able to see your exam results after your Instructor/Proctor ends the exam session and publishes the results.

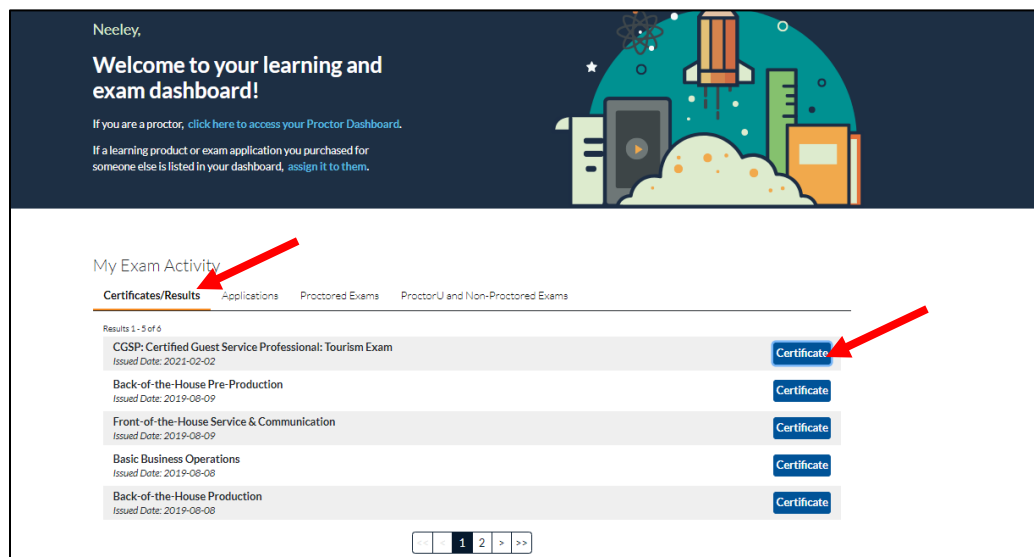
1. To see your **exam results**, from the My Learning Page, scroll down to My Courses and click **“Recently Completed”**. You will be able to see all exam attempts, session details and your grade.



The screenshot shows the 'My Courses' interface. The 'Recently Completed' tab is selected. A table lists exam attempts with columns for Title, Grade (%), Time, Completion, Start Date, End Date, and Credit(s). Red arrows point to the 'Recently Completed' tab, the 'Grade (%)' column, and the 'Completion' column.

Title	Grade (%)	Time	Completion	Start Date	End Date	Credit(s)
Hospitality Today: An Introduction Exam	93%	00:06:04	Passed	1/14/21	1/7/23	
Hospitality Today: An Introduction Exam	0	00:00:37	Failed	1/6/21	1/7/21	

2. To access **Certificates** for all passed exams, go to the My Exam Activity section on the Course and Exam Dashboard and click on **“Certificates/Results”** and then Click on **“Certificate”** next to the respective program.



The screenshot shows the 'My Exam Activity' section. The 'Certificates/Results' tab is selected. A list of exams is displayed, each with a 'Certificate' button. Red arrows point to the 'Certificates/Results' tab and one of the 'Certificate' buttons.

My Exam Activity



**Certificates/Results** Applications Proctored Exams ProctorU and Non-Proctored Exams

Results 1 - 5 of 6

CGSP: Certified Guest Service Professional: Tourism Exam Issued Date: 2021-02-02	Certificate
Back-of-the-House Pre-Production Issued Date: 2019-08-09	Certificate
Front-of-the-House Service & Communication Issued Date: 2019-08-09	Certificate
Basic Business Operations Issued Date: 2019-08-08	Certificate
Back-of-the-House Production Issued Date: 2019-08-08	Certificate

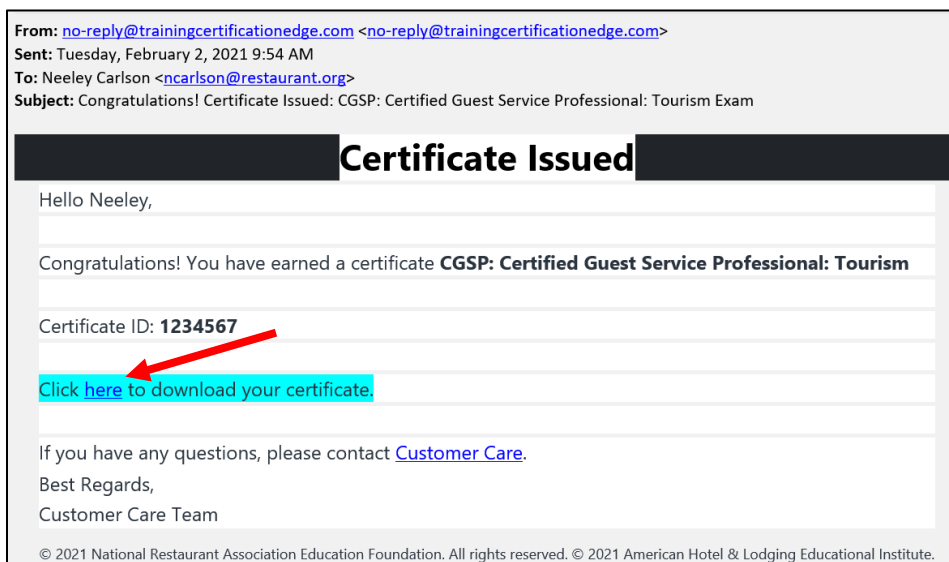
If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at [certification@ahlei.org](mailto:certification@ahlei.org) or Call 800-349-0299

(International callers 407-999-8100)

3. Your certificate will open in a new web page. You can download or print the certificate.
  - This **“Download Icon”**  will let you download the certificate to your computer or device. A “Save As” box will appear and ask you where you would like to save the document. Select the file location on your computer where you would like to save the certificate. After the certificate has been downloaded, you can send it as an attachment in an email.
  - This **“Printer Icon”**  will let you print the certificate.



4. You will also receive an email with your exam results. If you passed the exam, your email includes a link to your certificate. You can forward this email to anyone to share your certificate, for example your Instructor/Proctor or employer.



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