



**EXAMINEE CODE OF ETHICS AND CHEATING POLICY
WHICH APPLY TO TESTS OWNED BY
THE INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION (IFSEA)
AND
THE GLOBAL FOODSERVICE INSTITUTE (GFI)
AND ADMINISTERED BY THE FOODSERVICE INSTITUTE (FSI)**

Code of Ethics

By taking the IFSEA or GFI examination, you have agreed to uphold and promote the integrity of the exam, the intention of the managerial certification process, and the hospitality industry to the best of your ability. You have confirmed that you will:

- *Act with high ethical standards
- *Be honest and trustworthy in your service to your employer, the food industry, and the exam owners, GFI and IFSEA
- *Report cheating to the exam proctor or the Foodservice Institute
- *Follow all FSI directions for exam participation
- *Advance the credibility and prestige of the food service profession

Failure to adhere to this code of ethics may result in immediate dismissal from exam location, denial or revocation of certification without refund, refusal of future testing, and legal action.

Examinee Cheating Policy and Procedure

The purpose of this policy is to provide clarity about the activities that are considered to be cheating by FSI and the penalties for those who engage in cheating.

“Cheating” is defined as any action that may provide an unfair advantage over other examinees or compromise the exam itself, including but not limited to:

- *Prior knowledge of test content
- *Use of unauthorized aids
- *Viewing other examinees’ answers by any means
- *Planning, consulting, or colluding with any other person to gain unfair advantage for the examination

Discovery of cheating

The Foodservice Institute, acting in behalf of IFSEA and GFI, conducts continual statistical analysis of test times, answer patterns, and examinee performance to discover evidence of cheating. Proctors are required to report cheating to FSI, and examinees are required to report cheating to their proctor. If an examinee believes that a proctor is complicit in cheating, they are required to report the cheating directly to FSI.

Penalties for cheating

Penalties for cheating will be determined by FSI and could include:

- *Denial or revocation of certification without refund
- *Removal from exam location
- *Denial of future testing
- *Cancellation of exam scoring
- *Civil or criminal action
- *Other action as deemed appropriate by the Foodservice Institute



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