



## How to Request an Exam to be Re-scored or Review a Misspelled Certificate

### When to Submit an Answer Sheet Review Form

- An error on the printed certificate (misspelled name, Instructor/Sponsor or number of classroom hours are incorrect, etc.)
- An exam score is inaccurate or missing. (These requests must be submitted by the Instructor/Proctor of the exam.)



### Information Needed to Submit an Answer Sheet Review Form

- Answer Sheet Review Forms* must be submitted within 30 days of receiving the score results.
- Include the name of the Proctor, examinee, exam date, and Class Number.



### How to Submit an Answer Sheet Review Form

- Go to [www.ServSafe.com](http://www.ServSafe.com). Select **"Instructor Resource Center."** Under **"Administer Classes and Exams"** select **"Exam Admin, Info and Documents."**
- Select **"Answer Sheet Review form"** to download or print the *Answer Sheet Review*.
- Complete the form then fax (866.665.9570 or 312.583.9853) or mail it to Service Center.
- Requests are processed within five business days of receipt.
- The requestor will be contacted directly concerning the results of the request.