

## Submitting a Request for Exam Accommodation or Foreign Language Translation

### When to Submit a Request for Exam Accommodation or Foreign Language Translation

- To request a change in exam administration for examinees with special needs.
- To request an interpreter for an examinee with limited proficiency in English.
- Requests for exam accommodations must be submitted prior to exam administration by the examinee or on behalf of the examinee.



### Examinee Information Needed to Submit a Request for Foreign Language Translation or Exam Accommodation

- Examinee name, date of birth, telephone number, email address, and description of disability that qualifies for an accommodation.
- Description and documentation of disability and type of accommodation requested.
- Interpreter's credentials and business card or letterhead.



### Instructor/Proctor Information Needed to Submit a Request for Exam Accommodation or Foreign Language Translation

- Proctor name, proctor number (if available), company name and address, date of exam, telephone number, email address.



### How to Submit a Request for Exam Accommodation or Foreign Language Translation

- Go to **ServSafe.com**. Click the **Instructors/Proctors** tab and select **INSTRUCTOR AND PROCTOR SUPPORT MATERIALS** and then **Exam Forms** and **Help Documents**.
- Select **Request for Exam Accommodation or Foreign Language Translation Form** to download or print the form.
- Complete the form then fax (866.665.9570 or 312.583.9853) or mail it to Service Center.
- Requests are processed upon receipt.
- The examinee will be contacted directly via email (if provided) concerning the outcome of the request.
- Once the examinee has been approved for his or her requested accommodation, it is his or her responsibility to contact the exam proctor to schedule the exam session with the approved accommodation.