



How to Request an Exam to Be Rescored or Review a Misspelled Certificate

When to Submit an *Answer Sheet Review Form*

- There is 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 Form* must be submitted within 30 days of receiving the score results.
- Include the name of the proctor, examinee, exam date, and Exam Session Number.



How to Submit an *Answer Sheet Review Form*

- Go to **ServSafe.com**. Click the **Instructors/Proctors** tab and select **INSTRUCTOR AND PROCTOR SUPPORT MATERIALS** and then **Exam Forms** and **Help Documents**.
- Select **Answer Sheet Review 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 within five business days of receipt.
- The requestor will be contacted directly concerning the results of the request.