

# Answer Sheet Review Form

Mail completed Form to National Restaurant Association (Association), Service Center, 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383, or fax it to 866.665.9570 (toll-free) or 312.583.9853 (local direct). Please call the Service Center at 800-765-2122, ext. 6703 to confirm receipt of the form.

Please Print

Date request sent to National Restaurant Association Solutions

Organization Name

Instructor/Proctor Name

Requested By

Contact Phone Number

Fax

Email

Class Number (very important!)

Examination Date (required)

Explanation of Concern

If this concern involves an examinee(s), please provide name(s)

- Requests for re-grades must be submitted by the Proctor of the Exam.
- The Association will address concerns when this form is submitted within 30 days of exam score receipt.
- Allow 5-7 business days for processing.
- Please attach class analysis report if possible. Feel free to provide additional information.
- Written responses to Answer Sheet Review Forms are provided via email or fax.

## NRA Solutions Internal Use Only

Date Answer Sheets Recorded

Certificate Print Date

Date Research Request Received

Date Researched

Error made by  Customer

Association

Specialist Initials Who Made Error

Course name  ServSafe®

ServSafe Alcohol®

ManageFirst®

ProStart®

FMP®

ProMgmt.®

Account Specialist Initials

Date Request Completed

Resolution

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