

Answer Sheet Review Form

- **Please Print Clearly**
- **Fax completed forms to: 866-665-9570 or email to: servicecenter@restaurant.org**
- **Please fill this form out completely. The request will not be processed if there is any missing information.**

The intended use of this form is to request a review of a student's answer sheet. If the grade in question is for an online exam, please contact the Service Center directly.

Proctor Name: _____ Organization Name: _____

Proctor Email: _____

Class Number: _____ Exam Date: _____

Name of student(s) to be reviewed: _____

Additional information relevant to the review: _____

Please Note:

- Requests for review must be submitted by the Proctor of the Exam Session within 30 days of initial scores being released
- Please allow 5-7 business days from the date of receipt for processing
- Outcomes of Answer Sheet Reviews are provided via email

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