



How to Request an Exam 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 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 instructor, 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), email, 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.