



Returning Exam Materials to the NRA

Return Instructions

Note: Follow the instructions below carefully to avoid any delays or errors in processing.

- Count the used answer sheets. Record the number of used answer sheets on the Exam Information Form. Any answer sheets that were not used should not be included in this count and must be kept separate from the materials used by examinees. Extra answer sheets may be used for future exams. You can make copies of the examinees' answer sheets for your own records if you wish. Please be very careful at the copier. Copies of answer sheets will not be accepted for grading by NRA for any reason.
- Attach answer sheets to the completed Exam Information Form using a paper clip. You may also include the cover page of the exam you used.
- Never attach Baking and Cooking exam answer sheets or multiple exam sessions to the same Exam Information Form. This will lead to scoring errors. Baking and Cooking exam materials must be returned separately.
- Place the Exam Information Form with answer sheets in an envelope suitable for shipping and address it to:

**National Restaurant Association
Attention: Service Center
175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2814**

- Ship the envelope within 2 business days of your exam date using an in-route traceable mailing method (UPS, Airborne, or Federal Express).
- Destroy any copies you made of the master exam. In the case of retesting, you must schedule a new print-based exam session to obtain a new master exam. Results should be available within 3–4 business days after your exams have been received.
- If there is a valid email address on file, the instructor will receive an email when the results are available online.