



## Viewing Your Exam Results Online

### How to Obtain Exam Results Online

- Go to [ServSafe.com/culinary](http://ServSafe.com/culinary), under Instructors, select **View Scores**.
- Enter your user ID and password. Click **Login**.
- Click the drop down box and select **"All"** if given the option under drop down box titled Select Organization.
- Select the preferred method for searching score results by clicking the appropriate link.

#### Search by Exam Session Number

- Enter the Exam Session Number. Click **"Submit."**

#### Search by Date

- Enter the appropriate date range. Click **"Submit."**
- Click Program Name for the course.

#### Search by Examinee Name

- Enter the name or the examinee's first and last name. Click **"Submit."**
- Click Program Name for the course.

### Instructor Curriculum Report

- The screen lists the score information for examinees.  
**All information can be downloaded into a Microsoft® Excel® file.**
- Click **"Domain Scores"** at the bottom of the screen to view overall score breakdown by domain for all classes listed.
- Click **"Domain Scores"** to the right to view overall breakdown by domain for a single class.
- Click **"Exam Session Number"** to the left to access the Exam Session Score Analysis Detail Report for a single class.

### Exam Session Score Analysis Detail Report

- This screen shows all examinees' **overall point and percentage scores** from the selected session. All information can be downloaded into a Microsoft Excel file.
- Click **"Next"** if it is a large exam session and all examinees do not appear on the initial screen.
- Click the **"Student Details"** button across from the examinee name to access the **Examinee Score Analysis Detail Report** for detailed information about an individual examinee.