



Information Needed to Review Exam Scores Online

- ❑ If you do not have an Organizational User Name and Password see "Obtaining Organization Access to Web Score Reports" document.
- ❑ Results are typically available within 10 business days of the exam date.

How to Obtain Exam Results Online

- ❑ Go to www.ServSafe.com. Click on the "Organizational Access" in the blue navigation box on the right side of the page.
- ❑ Enter your User ID and Password. Click "Login."
- ❑ Click the drop down box and select "All" if given the option under drop down box reading Select Organization.
- ❑ Search by clicking on the appropriate hyperlink listed below.

Search by Class Number

- Type class number. Click "Submit."

Search by Date Range

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

Search by Student SS#

- Enter the ss# or the Last name of an examinee. Click "Submit."
- Click on Program Name for the course

Search by Instructor/Proctor

- Click on the drop down box and select an Instructor or Proctor.

Search by State or International

- Click on the drop down box and select a state (INTL for exams given outside of US/Puerto Rico).

Organization/Instructor Curriculum Report

- ❑ Screen shows high-level view of class information, including: Class number, course name, Instructor, exam date, total number of examinees, total number of examinees passed, total number of examinees failed, average class point score, and average class percent score for each class. 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 score breakdown by domain for a single class.
- ❑ Click "Class Number" to the left to access Class Score Analysis Detail Report for a single class.

Class Score Analysis Detail Report

- ❑ Screen shows all examinees overall point and percent scores from selected class. All information can be downloaded into a Microsoft® Excel® file.
- ❑ Click the corresponding number below the last examinee name if all examinees don't appear on initial screen.
- ❑ Click "Student Details" button across from examinee name to access Examinee Score Analysis Detail Report for detailed information about an individual examinee.

Examinee Score Analysis Detail Report

- ❑ Screen will show class information, the examinees' actual Percent Score, and examinee strengths/weaknesses by presenting the overall percent breakdown by Exam Domain.

Certificates/Results

- ❑ Certificates/Results are sent to the address on the Exam Information Form within one business day of being posted to the website.