

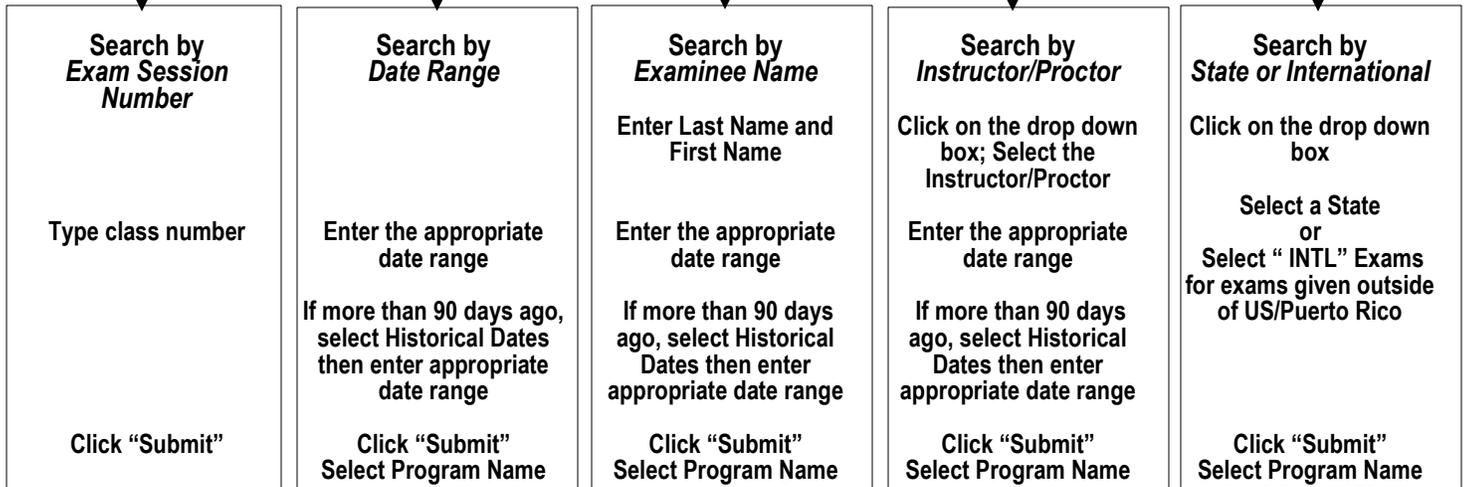


### Information Needed to Review Exam Scores Online

- 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](http://www.servsafe.com) and Log in with your Email and Password
- Click on “Welcome (Your Name)” and Select “Go To Dashboard”
- Click on “Admin” and Select “View Student Exam Scores”
- Click the drop down box and select “All”
- Search by clicking on the appropriate hyperlink listed below.



### 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 “Exam Session #” 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.

Please contact Exam Administration at 800-765-2122, or [servicecenter@restaurant.org](mailto:servicecenter@restaurant.org) with any questions.