



Submitting a Request for Exam Accommodation

When to Submit a Request for Exam Accommodation

- To request a change in exam administration for examinees with special needs
- To request an interpreter for an examinee with limited proficiency in English



Examinee Information Needed to Submit a Request for Exam Accommodation

- Requests for exam accommodations must be submitted by the class sponsor or instructor on behalf of the examinee, at least 10 business days prior to the exam date.
- Examinee name, social security number (if available), telephone number, email address and description of disability that qualifies for an accommodation
- Description and documentation of disability and type of accommodation requested
- Interpreter's credentials and business card or letterhead



Instructor Information Needed to Submit a Request for Exam Accommodation

- Instructor name, instructor number, company name and address, date of exam, telephone number, email address



How to Submit a Request for Exam Accommodation

- Go to **ServSafe.com**. Click the **Instructors/Proctors** tab and select **Instructor And Proctor Support Materials** and then **Exam Forms** and **Help Documents**.
- Select **Request for Exam Accommodation Form** to download or print the form.
- Complete the form then fax (866.665.9570 or 312.583.9853) or mail it to Service Center.
- Requests are processed within five business days of receipt.
- The instructor will be contacted directly via email (if provided) concerning the outcome of the request.