

Answer Sheet Review Form

Mail completed form to National Restaurant Association (Association), Service Center, 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383, or fax it to 866.665.9570 (toll-free) or 312.583.9853 (local direct). Please call the Service Center at 800.765.2122, ext. 6703 to confirm receipt of the form.

Please Print

Date request sent to National Restaurant Association

Organization name

Certified ServSafe® Instructor/Registered Proctor name Requested by

Contact phone number Fax Email

Exam session number (very important!)

Examination date (required)

Explanation of concern

If this concern involves an examinee(s), please provide name(s):

- Requests for regrades must be submitted by the Registered ServSafe Proctor of the exam.
- The Association will address concerns when this form is submitted within 30 days of exam score receipt.
- Allow 5–7 business days for processing.
- Please attach class analysis report if possible. Feel free to provide additional information.
- Written responses to *Answer Sheet Review Forms* are provided via email or fax.

Association Internal Use Only

Date answer sheets recorded Certificate print date Date Answer Sheet Review Form received

Date researched

Error Made By Customer Association Specialist initials who made error

Course Name ServSafe® ServSafe Alcohol® ManageFirst® ProStart® FMP®

Account specialist initials Date request completed

Resolution