



## Examinee Instructions to View Exam Scores Online

### Information Needed to Review Exam Scores Online

- Results are typically available within 10 business days of the exam date.
- Availability of results online is dependent upon information provided on the Answer Sheet.
- Class Number (obtained from course Instructor/Proctor only)  
Class Number: \_\_\_\_\_
- If you do not have a class number, or cannot obtain your results from the site you will need to contact your Instructor/Proctor to obtain the Class Number and/or your score.
- The Association is not authorized to release exam score/result information or Class Numbers directly to examinees.



### How to Obtain Exam Results Online

- Go to [www.ServSafe.com](http://www.ServSafe.com). Select **“Check Exam Results”** at the top of the screen.
- Enter your User ID and Password, select **“Login.”**
- If you have not previously logged in to the site select **“Create New Profile.”** Provide the required information, including the Class Number, and select **“Save”** to see if results are available (complete the questions and select **“Next”** to access My Exams).
- If results are not available please contact the Instructor/Proctor or Sponsor Organization of the exam.



### My Exams

- This report provides your Class Number, Course Name, Exam Date, Percent Score, Pass/Fail Status and Class Tracking.
- Select the Class Number hyperlink that appears with your course name to access your score via Examinee Score Analysis Report — Detail. (Note: Food Safety Examinees will be given a questionnaire before entering Examinee Score Analysis Report — Detail.)
- Select **“Class Tracking Report”** to view when Certificates/results were sent to the Instructor/Sponsor of the course.



### Examinee Questionnaire (Food Safety Examinees Only)

- Complete the Examinee Questionnaire and select **“Submit”** or scroll to the bottom of the page and select **“Skip Questionnaire”** to access Examinee Score Analysis Report—Detail.



### Examinee Score Analysis Detail Report

- Screen will show class information, actual Percent Score and examinee strengths/weaknesses by presenting the overall percent breakdown by Exam Domain.
- Select **“Click Here”** to obtain the form to purchase a duplicate certificate (Please note that the original Certificate is sent to you from the Instructor/Sponsor of your course).
- Select **“Class Tracking Report”** to view when Certificates/results were sent to the Instructor/Sponsor of your course.



### Certificates/Results

- Certificates/results are mailed to the Instructor/Sponsor of your course within one business day of being posted to the site.