



Instructions on viewing certificates and scores on the ServSafeInternational website.

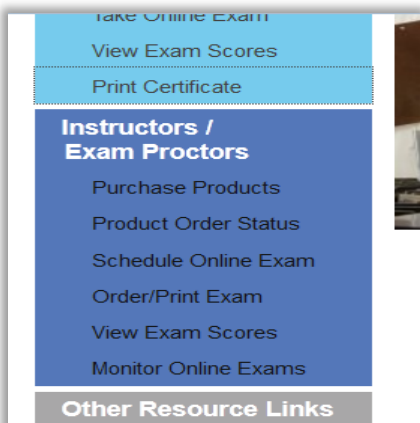
For Students

If a candidate or student wants to view their own certificate, login to ServSafeInternational.com and click on the link on the left that says View Certificate.



For Instructor / Proctors

- 1) If you are a proctor for the ServSafeInternational program you can view your students certificates for exam sessions you have proctored.
- 2) Login to ServSafeInternational.com. Click on "View Exam Scores" on the left under "Instructors / Exam Proctors"



- Choose either your company from the drop down menu, or if you do not find your company choose "All" for the company.



- Decide how you wish to search: by exam number, date range, or examinee name.



- Click on the "Exam Session Number" you wish to view if you searched by date range.

The screenshot shows the 'Organization - Curriculum Report' page. It includes a download link for 'Complete Information in Microsoft® Excel'. The organization is listed as 'NRA Solutions LLC*' and the location as 'Chicago/ IL'. There is a 'Back to Results' link. Below is a table titled 'Exam Details (4 Records)' with the following data:

Exam Session Number	Course Name	Instructor Name	Exam Date	Students			Avg. Point Score	Avg. % Exam Score	Domain Scores(AVG/Total)
				Total	Pass	Fail			
1545307	ServSafe International Food Safety	FENLON, ERIC	19/6/2015	3	2	1	47	59 %	Domain Scores
1545310	ServSafe International Food Safety	FENLON, ERIC	19/6/2015	3	2	1	47	59 %	Domain Scores
1545312	ServSafe International Food Safety	FENLON, ERIC	19/6/2015	3	2	1	47	59 %	Domain Scores
1545108	ServSafe International Food Safety	FENLON, ERIC	23/4/2015	3	2	1	47	59 %	Domain Scores

6) Click on "Student Detail" for a student to view and print their certificate.

Course Information

Course Name	Type of Training	Hours of Training
ServSafe International Food Safety		0

Exam Details (3 Records)

Student Name	StudentID	Exam Form	Pass/Fail	Hold Code	Overall % Score	Overall Point Score	StudentDetail
German, Test	10728028	4731	Passed		76 %	61	StudentDetail
German, Test2	10728029	4731	Passed		100 %	80	StudentDetail
German, Test3	10728030	4731	Failed		0 %	0	StudentDetail

7) Click on "Print/Reprint" to view/save or print their certificate.

Print/Reprint your certificate by selecting "Print Certificate" in the table below.
 *You must disable your Popup Blocker when downloading and printing your certificate.

Exam Information

Exam Session Number	Organization	Instructor Name	Exam Location	Exam Date	Type of Training	Hold Code	Pass	Certificate Number	Print/Reprint Certificate
1545307	NRA Solutions LLC*	ERIC FENLON	IL	19/6/2015			Passed	1715104	Print/Reprint

Form Information