

## Submitting a Request for Exam Accommodation or Foreign Language Translation

### When to Submit a Request for Exam Accommodation or Foreign Language Translation

- To request a change in exam administration for examinees with special needs.
- To request an interpreter for an examinee with limited proficiency in English.
- Requests for exam accommodations must be submitted prior to exam administration by the examinee or on behalf of the examinee.



### Examinee Information Needed to Submit a Request for Foreign Language Translation or Exam Accommodation

- Examinee name, date of birth, telephone number, email address, and description of disability that qualifies for an accommodation.
- Description and documentation of disability and type of accommodation requested. **Note: If supporting documentation is not submitted with the request, the request will be denied.**
- Interpreter's credentials and business card or letterhead.



### Instructor/Proctor Information Needed to Submit a Request for Exam Accommodation or Foreign Language Translation

- Proctor name, proctor number (if available), company name and address, date of exam, telephone number, email address.



### How to Submit a Request for Exam Accommodation or Foreign Language Translation

- Go to **ServSafe.com**. Select **Instructors/Proctors** in the ribbon at the top of the page and then select **EXAM SUPPORT MATERIALS** in the teal ribbon on the following page.
- Select **Request for Exam Accommodation or Foreign Language Translation Form** to download or print the form.
- Complete the form then scan and email to **ExamSecurity@restaurant.org**. Please include **Exam Accommodations Request** in the subject line.
- Requests are processed within 3-5 business days.
- The examinee will be contacted directly via email (if provided) concerning the outcome of the request. Proctors/Administrators will also be notified via email (if provided).
- Once the examinee has been approved for his or her requested accommodation, it is his or her responsibility to contact the exam proctor to schedule the exam session with the approved accommodation.