Result Inquiry (RI) Form

PLEASE WRITE CLEARLY IN BLOCK CAPITALS

1. Inquiry service required (please tick appropriate box)

☐ Raw score and percentage (clerical check only)

☐ Re-mark of paper

2. FoodSHAP® Student Number ☐

3. Student details - as they appear in your registration form

First (given) name/s ☐ Middle Name ☐ Last name (family name) ☐

Date of birth ☐☐ / ☐☐ / ☐☐☐☐
D D M M Y Y

Contact number ☐

Current email address: ***Important note*** – the email address supplied will be updated in your student record; FoodSHAP® is only able to correspond with you by this method for this inquiry ☐

4. Course/examination details

FoodSHAP® Course (please tick appropriate box)

FoodSHAP® Basic Food Safety for Food Handlers

☐ Written- Multiple Choice

FoodSHAP® HACCP Principles and Practice

☐ Written- Multiple Choice

FoodSHAP® Food Safety Compliance Officer

☐ Written- Multiple Choice

☐ Take Home Inspection Assessment

Important note - if you are requesting different RI services for different courses, you will need to submit a separate form per course inquiry.

Date of examination

		/			/			
D	D		M	M		Y	Y	

5. Declaration

I confirm that by completing and submitting this form:

- I give consent to the processing of this data;
- I understand that the final mark (where applicable) awarded to me as a result of this RI may be **higher than, lower than or the same as** the mark (where applicable) that was originally awarded for this assessment; Should the final mark resulted to awarding of the certificate (passed the examination instead of failing), student will get a refund of the Result Inquiry fee.
- I have read the FoodSHAP Student hand book *Complaints and Appeals (Result Inquiry)* document and understand it;
- I have read and understood the 'Application notes/terms and conditions' on page 3 of this form;
- I have supplied information which is accurate to the best of my knowledge.

Student Signature	Date

Deadline for submission of Result Inquiry Form will be 15 working days upon receipt or notification of your Examination Result from your Authorized Course Provider. Late submission will not be processed.

All RI Applications will be acknowledged within 5 working days. If an acknowledgement is not received within this period or before the deadline of submission, the student should contact FoodSHAP immediately.

5. How to make payment

On receipt of FoodSHAP's Acknowledgement email, your payment can be made by:

- Bank Deposit/Transfer– for the FoodSHAP Bank details please refer to the acknowledgement email. When making payments via bank transfer please use your student number as reference.
- Please refer to applicable fees in Philippine Peso per Course:
  a. Raw score and percentage (clerical check) – PHP 300.00
  b. Re-mark of paper – PHP 1,500.00

Application notes / terms and conditions

1. All sections of this form must be completed in full.
2. Use one form only per student, per course and per inquiry service. This form may be photocopied if more applications are needed.
3. Incomplete forms and/or forms received without full payment ***will not be accepted*** and will be returned to the applicant. Please note that FoodSHAP will not issue invoices for RI fees.
4. Completed forms should be sent to **training@foodshap.com**
5. Please allow the following time scales for the processing of the Result Inquiry:
   a. Raw score and percentage – within 7 working days upon receipt of application form and payment
   b. Re-mark of paper – within 20 working days upon receipt of application form and payment
6. Students please note that all feedback may be shared with your course provider.
7. If applicable, Certificate will be sent directly to the Authorized Course Provider.