ICARC VE Session Checklists

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This is the start of a manual for the ICARC VE Sessions.

It is a work-in-progress right now so suggestion for updates may be sent to **kc0jfq@n952.ooguy.com**.

Links to this document may be found here: http://icarc.org/#VEsession

Contents

1 Glossary of Terms

There is an attempt being made to use some terms in this document in a precise manner. Some of the discussions become a bit muddled when terms are used casually.

1.1 ACE

The *ACE* is the person coordinating the test.

The *ACE* simply keeps the paperwork on track.

1.2 CSCE

Certificate of Successful Completion of Examination

Issues the the VE session to indicate what elements of the license exam that have been passed.

1.3 FCC Form 605

FCC form used to apply for an *Amateur Radio Staation License*

1.4 xxx

xxx

2 Motivation

Way too much stuff to keep track of efficiently.
We'll attemp to reduce it into lists and procedures.

3 Pre-session Verification

Make sure the ARRL sent enough things to conduct the test. We have, in the past, experienced shortages of some of the documents, in particular the *Written Element Examination Answer Sheet.*

Also verify that the test booklets are up-to-date. We have also received out-of-date text booklets that do not have answer keys and are not taked from the current question pool.

Link to forms: **http://arrl.org/resources-for-ves**

3.1 605 Forms

Verify Quantity.
One of each required per applicant.

1. FCC Form 605

2. CSCE

3.2 Written Element Examination Answer Sheet

Verify Quantity.
Up to 3 sheets per applicant may be required.

3.3 Test Booklets

Should be the requested number of each.
Verify the *Answer Key Number* is current on each booklet.

1. Tehnician Test Booklet

2. General Test Booklet

3. Extra Test Booklet

Verify that the *Answer Key* pack is present and complete.
Verify that the *Answer Key Selection Table* is present. This is the sheet that connects the test booklet number to the matching *Answer Key.*

3.4 Test Session Report Forms

One per session.
The *Candidate Roster* can be filled out as you go.
The *Test Session Report* has to wait until the end.

1. Candidate Roster

2. Test Session Report

4 Student Checkin

We need two deal with two forms at the start, the *FCC Form 605* and the *CSCE* form.

It should be most efficient to have the applicant fill out both froms at once as they require the same information.

Make sure they are legible! or they may not get processed correctly.

4.1 FRN

All applicants need to have an *FCC Registration Number* in order to proceed. It can be obtained quickly if the FCC portal is working.
Record it on the *FCC Form 605*

4.2 Identification

One of the following forms of identification is required (photo ID).

1. Drivers License

2. Passport

3. Other legal ID with photo

Note the type of identification on the *CSCE* form, upper left.
Refer to Chapter 6 of the *Volunteer Examiner Manul* for alternatives.

4.3 Forms

Have the applicant fill in the two forms.

1. FCC Form 605.
   Applicant fills out the top half (Sectoin 1).
   Station Call Sign may be left blank.
   Section 2 is filled out at the end.

2. CSCE.
   Applicant fills out lower left corner.
   Make sure the *Test Site* and *Test Date* are filled in a tthe top.

4.4 Testing Fee

Collect the testing fee.
One fee covers all three tests, assuming that the applicant successfully passes the test. We have, in the past, collected **only** the fees that is forwarded to the ARRL.

Record the fee payment on the upper right edge of the *CSCE* form. Indicate the check number if paid by check.

The applicant is now ready for testing!

4.5 Candidate Roster

Now that the applicant is off taking the test, the ACE can shepard the documents.

1. verify that the testing fee is stored.

2. record the applicants name on the *Candidate Roster.*

3. verify the *FCC Form 605*

4. verify the *CSCE* form
   Type of ID noted.
   Payment noted.

5 Testing Cycle

Applicant can now proceed with the test.

5.1 Test Materials

We need a *Test Booklet* (appropriate for license class) and the *Written Element Examination Answer Sheet*.

Record the *Test Booklet* number on the *Written Element Examination Answer Sheet* along with the *Answer Key* number.

5.2 Proctor the Test

Calculators are generally prohibited as any of those available have features that are prohibited by the testing rules **unless** the applicant can demonstrate that the memory has been cleared. Refer to Chapter 6 of the *Volunteer Examiner Manul*.

Smartphones are prohibited due to the presence of web browsers!

Again, refer to Chapter 6 of the *Volunteer Examiner Manul* for answers to any additional questions.

Remind applicant to boldly mark the *Written Element Examination Answer Sheet* so we can read it when using the answer key!
A circle is a poor choice, it's hard to see through the blue answer key!
If a line is ambiguous, list the answer in the margin to eliminate ambiguity.

5.3 Grading the Test

The test will be checked by THREE VEs, hence the three signatured on the *CSCE* form.
Validate the *Test Booklet* number recorded on the *Written Element Examination Answer Sheet* along with the *Answer Key* number.
Count up the correct answers (or count the wrong answers).

5.3.1 First VE

Record the number of correct answeres on the *Written Element Examination Answer Sheet*. Initial the *Written Element Examination Answer Sheet* and note the number of correct answeres next to your intials.

5.3.2 Second VE

Initial the *Written Element Examination Answer Sheet* and note the number of correct answeres next to your intials.

5.3.3 Third VE

Initial the *Written Element Examination Answer Sheet* and note the number of correct answeres next to your intials.
Check counts for consistency and mark the PASS/FAIL box as appropriate.

Pass the test back to the ACE

5.3.4 ACE

Update the PASS/FAIL status on the *Candidate Roster.*

5.4 Applicant PASS

If the applicant passes, he/she may continue on with the next level test.
No additional fee is required.

Go back to the start of this section and move to the next testing level.

5.5 Applicant FAIL/FINISH

If the applicant has no more testing to perform, then the *CSCE* form and the *FCC Form 605* may now be completed.

5.5.1 CSCE

Update the *CSCE* form indicating the elements completed by the applicant.

1. Circle appropriate **Elements Earned**

2. Strike Out remaining **Elements Earned**

Update the *CSCE* form indicating the license level achieved by the applicant.

1. Circle appropriate **New License Earned**

2. Strike Out remaining **New License Earned**
   These is a box for **NONE** there!

Circulate the *CSCE* form for VE signatures (this is much like herding cats).

Strip off the top copy for the applicant and send him/her on their way.
TECH must wait for FCC license to appear.
GENERAL/EXTRA may use priveleges immediately if they already have a callsign.

5.6 FCC Form 605

On to Section 2 of *FCC Form 605*!
Mark the license level checkbox.
Record the session data (right hand side box).

Circulate the *FCC Form 605* for VE more signatures (catnip?).

return to ACE for document collation.

6 Session Teardown

Now we can sort all this out and go home for the night.
But not just yet.

Reports!

6.1 Candidate Roster

Verify this is up-to-date and complete.

If all is going well, this is kept up-to-date as we go!

6.2 Test Session Report

Working from the *Candidate Roster* fill in the test session summary fields.

Verify the cash and checks received is correct.

Cross check the *Candidate Roster* with the testing materials.

6.3 USED Session Materials, tests

Group the test forms by applicant (use paperclips, **not staples**) in this order.
Stack in *Candidate Roster* order!

1. Top: *CSCE* form (pink copy)

2. Nxt: *FCC Form 605*

3. Bot: *Written Element Examination Answer Sheet* TECH

4. Bot: *Written Element Examination Answer Sheet* GENERAL

5. Bot: *Written Element Examination Answer Sheet* EXTRA

6.4 USED Session Materials, reports

Group these forms on top of the tests.

1. Top: *Test Session Report* (green sheet)

2. Nxt: Correspondence, checks, fees.

3. Bot: *Candidate Roster* (white sheet)

6.5   UNused Session Materials

Sort the unused materials into groups and place all the USED materials (previous two sections) on **top**.

Unfurl the return Tyvek envelope and affix the return label. The crease in the envelope will make this slightly difficult.

Stuff the Tyvek envelope, seal it, and send it!