MSARC VE Procedures

1) Setup
   a.  Sign-in table, 1 VE + 1 helper.
   b.  Exam Handler (controls exams and test sheets for distribution), 1 VE
   c.  Exam Area, 3 VE’s (may include Exam Handler)

2) Sign in area
   a.  Offer assistance in obtaining FRN if applicant does not have one.
      https://apps.fcc.gov/coresWeb/publicHome.do
   b.  Applicant completes Section 1 of NCVEC 605
   c.  VE verifies ID, previous license(s), and info on NCVEC 605
   d.  Helper collects $15 (checks made payable to “ARRL/VEC”), enters info on the ARRL Roster

3) Exam
   a.  Handler collects NCVEC 605
   b.  Handler distributes appropriate exam and answer sheet (if a second exam, verify that a different exam/template is distributed) (NOTE: If taking next higher exam, verify that an exam uses a different template for grading.)
   c.  Upon exam completion, applicant returns exam and answer sheet to handler.
   d.  3 VE’s grade exam.
   e.  Handler gives results to applicant:
      i.  If failed, offer retest:
          1.  Yes: send to 2)c. (they will have to pay for second and subsequent attempts).
          2.  No (first exam level): applicant may leave (CSCE is not prepared for candidate that does not pass any elements).
          3.  No (attempt at subsequent level): send to 3)e.
      ii.  If pass, offer next exam/element:
           1.  Yes: send to 3)b.
           2.  No: continue to 3)f.
   f.  VE graders complete appropriate areas of CSCE.
   g.  VE graders complete Section 2 of NCVEC 605.
   h.  Applicant signs CSCE.
   i.  White copy of CSCE is given to applicant. Remaining copies of CSCE clipped to NCVEC 605.

4) After Exam
   a.  VE Team Leader or designee completes ARRL Test Report.
      i.  Reconcile roster with NCVEC 605.
      ii.  Reconcile fees with ARRL Test Report.
   b.  VE Team Leader or designee assembles packet for ARRL VEC.
      i.  Test Session Report (Yellow copy retained by VE Team).
ii. Any special correspondence between VE Team and ARRL VEC.

iii. Checks.
   1. Individual checks MAY be sent to ARRL/VEC.
   2. Cash collected and a check written for cash fees.

iv. Candidate Roster (Yellow copy retained by VE Team).

v. Candidate Information (in order matching roster).
   1. Pink copy of CSCE (Yellow copy retained by VE Team).
   2. NCVEC 605.
   3. Any license copy of CSCE copy(ies) from previous test sessions.
   4. Exam papers (answer sheets). If multiple elements completed, place in ascending element order.

c. Mail via USPS Priority Mail with included mailing label.

Supplies that we need to bring:

1) Extra pens
2) Extra pencils
3) Highlighters (three different colors for grading) (green, blue, pink?)
4) Calculators (3 should be enough)
5) Plain/blank paper for scratch notes by candidates
6) Paper clips (forms are NOT to be stapled together, paper clips are acceptable.)

Notes:

1) If additional people do not come in after testing starts, the VE at sign-in table can be one of the 3 VE’s for testing and other functions. HOWEVER, best if this person is a fourth to provide relief as needed for other VE’s.
2) Keeping the NCVEC and CSCE together throughout the process will ensure that they are signed by the same people.
3) VE Team copies (yellow copies of test report, CSCE’s, and roster) are kept in a folder. I have created a binder with pocket sheets for us to keep these papers. Each pocket will hold documents from each exam session.
4) Make copies of the NCVEC 605 forms? Though not required, may be helpful if we need to send an e-mail to the applicants.