

## 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.