

VE Checklist

EAST GREENBUSH AMATEUR RADIO ASSOCIATION

ARRL VE Exam Session Checklist

BRING

- VE ID Badge (on Lanyard or Clip)
- Pens/Pencils
- Coordinator brings exam equipment

SET-UP

1 Examiners Sign-In:

- Sign in on the ARRL VEC Test Session Report (this will be the permanent order for all exam processing)
Examiners who are grading should be the first three to sign the examiner sign-in sheet (1/2/3)

2 Distribute Test Folders for all applicants:

May be done prior to applicants arriving

Each folder includes

- (1) an EGARA Cover Sheet,*
- (2) an NCVEC Form 605,*
- (3) an Answer sheet, and*
- (4) an ARRL VEC "RF Safety Information 2014" form.*

For applicants to complete

- Cover sheet
 - Name
 - Call Sign <or> "none"
 - Date
 - top right => "VET" -- VE Team Number if applicable -- generally leave blank
- NCVEC Form 605 ("Form 605") (note: this is the NCVEC version; cannot be independently submitted to the FCC)
 - Section One: Review all elements
 - Section Two: Session Date, Location; Exam Location
- Answer Sheet: Complete header

CANDIDATE PROCESSING

1 Candidate Roster:

- ARRL VEC Candidate Roster
 - Complete Header

2 Exam Books:

- Determine element to be taken
- Confirm number from book (team or team liaison determine test version numbers to be given ahead of time)

3 ID/Paperwork Check:

- | | |
|---|-------------------------------------|
| • Identification: as specified by ARRL: see below) | EXAM SHEETS STAY AT DESK |
| • EGARA Cover sheet | CANDIDATES BRING TO VES: |
| • Form 605: CHECK & SIGN | ID, COVER SHEET, |
| • Current/Previous FCC Amateur License (copy) (if any) | FORM 605, COPY OF LICENSE, |
| • Collect | AND EXAM FEE. |
| – Exam Fee | VE TEAM RETAINS: |
| – Copy of Current/Previous FCC Amateur License (if any) | COPY OF LICENSE AND EXAM FEE |

4 Check Calculators

DONE AT TABLES

DISTRIBUTE EXAMS

While exams are in progress, VEs may complete & sign ahead of time,

- "Certificate of Satisfactory Completion of Examination" (CSCE) forms
One CSCE for each exam taken by an applicant
Examiner numbers are the same as on the examiner sign-in sheet (1/2/3)

VE Checklist

GRADING

1 Check #s on exam

- Form Number (#)
- Code (element-form-YYYY)

2 Identify correct overlay key card:

Exam Form/Date

to

Overlay Key Number (X-Y) [blue papers]

3 Grade through three examiners

Each VEs sign the Exam Sheet as they are graded

Examiner numbers are the same as on the examiner sign-in sheet (1/2/3)

AFTER GRADING

4 Applicant

- signs NCVET Form 605
- signs CSCE
- receives applicant copy of CSCE (white copy)
- retains the "RF Safety Information 2014" form
- leaves (or has left):
 - remainder of CSCE (pink and yellow copies)
 - NCVET Form 605
 - copy of current/previous license (if applicable)
 - exam fee

EXAMS PROCESSING

1 Used extra forms & forms not needed (generally, these would be CSCEs when candidate fails) and forms with errors are destroyed.

2 ARRL Forms: complete

(1) "VEC Test Session Report"

(2) "VEC Candidate Roster"

3 Unused forms are returned to storage; retained material is filed; completed paperwork goes into ARRL mailer.

► Club retains:

- For each applicant:
 - CSCE (yellow copy)
 - EGARA Cover sheet
- Copy of VEC Test Session Report (original to ARRL)
- Copy of VEC Candidate Roster (original to ARRL)

► Submitted to ARRL

- For each applicant:
 - CSCE (pink copy)
 - NCVET Form 605
 - Test Answer Sheet
 - Copy of current/previous license (if any)
- VEC Test Session Report
- VEC Candidate Roster
- Check(s) to ARRL

Alternate Forms of ID

When no photo ID is available, the candidate must **present any two** of the following:

- Non-photo ID/driver's license (some states still have them);
- Social Security Card;
- Birth certificate (must have the appropriate seal);
- Minor's work permit, school report card, school ID card or library card;
- Utility bill, bank statement or other business correspondence that specifically names the person; or
- Postmarked envelope addressed to the person at his or her current mailing address as it appears on the Form 605.

⇒ These are the only forms of ID acceptable, as specified by the ARRL.

Form EGARA VE 001
Revision 001.2
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