

Anchorage Amateur Radio Club

Volunteer Examiner Coordinator

Volunteer Examiner Guide



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UPDATED: 12 JUL 2019

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GREETINGS FROM THE CHAIRMAN

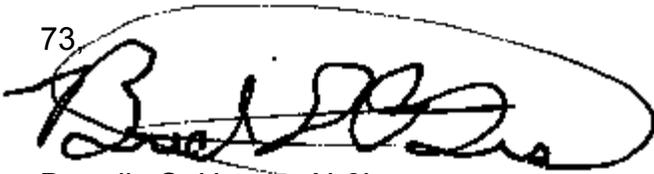
As your Chairman for the Anchorage ARC VEC, I want to give my utmost gratitude in having the opportunity to serve in this capacity. It is a privilege that is not taken for granted. While doing so, I hold a tremendous responsibility in preserving the honor, integrity and commitment to service through continued quality in our amateur radio license exam sessions.

Being a volunteer examiner allows for you to give back by serving in a role that allows others to earn their amateur radio license. We were all on the opposite side of the table taking our exams at one point in our lives and should be grateful for those who volunteered their time to administer your examination.

By serving in this capacity, you know that there are responsibilities that come with being a volunteer examiner with the Anchorage ARC VEC. This updated guide has been compiled to clearly reflect our operating policies and testing procedures. I strongly encourage you to carefully read through this guide.

In closing, I personally thank you for taking the time to serve as a volunteer examiner with the Anchorage ARC VEC. I look forward to working with you and remain confident in your dedication to display courtesy, respect and professionalism in setting a standard for amateur radio license testing!

73

A handwritten signature in black ink, appearing to read 'Brandin S. Hess', enclosed within a large, hand-drawn oval.

Brandin S. Hess – AL6I
Chairman, Anchorage ARC VEC

PART A: GETTING STARTED

One VE at each session will be designated as the "contact" or "lead" VE"; this should be reflected on the "green sheet". This person will be responsible for assuring that all VE's at the session meet the requirements for administering exams at that session, including verifying that each VE is of an appropriate license class to administer a particular exam. This person is also responsible for assuring that all forms and exam materials are filled out correctly, and are returned promptly. **They shall ensure that only VE's holding an Extra Class license are permitted access to Element 4 examination material.**

The FULL name, Callsign, and time spent (in hours) of each VE at the session should be PRINTED legibly on the "Green Sheet" for each session. In the event of questions, it makes it easier to figure out what to do and makes sure we can cross-check our records for VE eligibility if necessary. Put this information on the "green sheet", at the bottom of the page, in the area indicated.

Make sure all VE's at the session are accredited and qualified! Each accredited volunteer examiner with the Anchorage ARC VEC will be listed on our website, with his or her name, call sign, class of license, and any other pertinent information. In the past we have issued wallet ID cards, but this practice has been terminated. Any ID cards issued under this program are no longer valid and are not to be honored or recognized. Only when a VE is listed on the website should they be considered accredited. The reason this is important is that if it should turn out that an examiner is not Anchorage ARC VEC accredited, and signs any of the paperwork for an applicant, it becomes void! The application cannot be processed, and the applicant will have to resubmit his or her application and be required to re-take (and pass) any examinations. This creates ill will and is unfair to the applicant. To make sure this unfortunate situation does not occur, make sure each VE at the session is accredited and listed as an active Anchorage ARC VEC accredited Volunteer Examiner.

The Anchorage ARC VEC web pages may be accessed via the AARC main page at <https://k17aa.org/vec/>. As of the writing of this document, VEC information can be found on the top banner of the homepage under "License Testing".

Lacking any of this, you can also call or email Brandin Hess, AL6I. He will be able to tell you the status of anyone that is accredited with the Anchorage ARC VEC.

Brandin can be reached by telephone at: (907) 987-6716

Brandin's email is: brandin.al6i@gmail.com

Alternate address: vec@k17aa.org

EACH APPLICATION WILL BE CROSS CHECKED BEFORE IT IS SUBMITTED TO VERIFY THAT ONLY AARC VEC CERTIFIED VE'S HAVE SIGNED THE FORMS.

WHO MAY GIVE EXAMINATIONS

Individuals holding a valid General, Advanced or Amateur Extra class amateur radio license may give exams for the groups listed. At least 3 examiners holding the necessary license are required to administer an exam element. If all of the VE's at a session are NOT of the same license class, then **only those elements for which at least 3 qualified examiners are present may be given.**

Extra class: All Amateur licenses (elements 2, 3 and 4)

Advanced class: General (element 3) and Technician (element 2). **No access to Element 4 test material is permitted.**

General class: Technician (element 2). **No access to Element 4 test material is permitted.**

TECHNICIAN AND NOVICE CLASS: THESE LICENSEES ARE **NOT PERMITTED TO BE VOLUNTEER EXAMINERS.**

OBTAINING TEST MATERIALS

Exam kits may be obtained by request. Send an email (best method) to Brandin Hess, AL6I. Teams who are planning a testing session that need kits mailed out need to contact Brandin at least 10 days prior to ensure timely delivery of materials. Brandin manages kit stocking for VE teams doing testing on a regular basis. He can be reached by any of the following methods listed below:

By e-mail: **brandin.al6i@gmail.com**

By regular Mail: **Anchorage ARC VEC
c/o Brandin Hess, AL6I
P.O. Box 215
Caribou, ME 04736**

By phone: **Phone: (907) 987-6716**

There is no charge to receive exam materials. You will be responsible for payment of return shipping charges (postage or other carrier). You may request reimbursement of exam shipping fees provided receipts are submitted. **Submit reimbursement requests directly to the Anchorage ARC treasurer. The address to use for postage reimbursements (only) is: PO Box 190192, Anchorage, AK, 99519.** For most situations, returning used exam materials via US Postal Service Priority Mail (not Express mail) is the most practical option. We also recommend that you request

"Delivery Confirmation" so that, in the event of misrouting, finding the errant package is easier and faster.

Selected VE Leads receive examination materials in electronic form and print the needed materials locally. In these cases, there will generally be no postage expenses incurred; however, the VE printing the materials will indeed incur printing costs. VE's should request reimbursement for printing costs by providing receipts for purchase of materials specifically for examination sessions as indicated in the paragraph above.

RETURNING EXAMINATION KITS

Used exam kits that have been mailed by request should be returned to Brandin Hess, AL6I at:

**P.O. Box 215
Caribou, ME 04736**

Do not send kits to the Anchorage Amateur Radio club's PO Box 190192 address.

For teams who requested kits by mail, **all used exam kits and any paperwork associated with the exam session must be mailed to VEC headquarters within 5 business days of the exam date.** We suggest using US Postal Service Priority Mail, with delivery confirmation. You must send a copy of the receipt showing a tracking number so the VEC has been informed of it being shipped. Keep your receipt if you intend to ask for reimbursement of postage fees.

If any paperwork is delayed (as for example, waiting for copies of licenses) beyond the 5 business day window, then you should still send in what you have that is ready for submission, with a note attached explaining the reason for any missing paperwork, and what items are involved. **Applicants sending in late paperwork should be instructed to send it directly to Brandin Hess at:**

**P.O. Box 215
Caribou, ME 04736**

APPLICATIONS MISSING REQUIRED PAPERWORK WILL BE HELD (NOT PROCESSED) UNTIL ALL ITEMS ARE COMPLETE.

CHARGING FOR EXAMINATIONS

Some VECs charge a nominal fee to cover the costs of operating their program. This is allowed by the FCC rules that established the VEC program. The Anchorage ARC VEC, until January 1, 2018, did not charge for exams. However, the AARC Board of Directors voted to implement a \$15 fee session fee per applicant effective January 1, 2018. This

fee is intended to cover direct and indirect costs associated with operating the program, including covering reimbursement of field VE Team Leaders for the costs of shipping test kits back to Anchorage Headquarters. **Examiners accredited via the Anchorage ARC VEC are prohibited from charging examinees directly for any aspect of their testing, they are simply asked to submit for reimbursement of their postage and printing expenses to the AARC Treasurer.** If other expenses are incurred or are expected to be incurred, this should be discussed with the Chairman of the VEC beforehand.

VE teams must verify that an applicant has paid the necessary fee prior to being allowed to sit for any examination, and must record the unique receipt number on the "green sheet" for each applicant. The fee allows the applicant to take as many examinations as is possible and practical at a single session in accordance with the other guidance contained in this document. The fee is good for the session indicated on the receipt and is not refundable. Of course, exceptions can be made in case of emergency or hardship to reschedule examinations, but this needs to be coordinated with the VEC Chairman.

VE Team Members are not permitted to accept payment for test sessions of any kind; VE's will not handle cash. Applicants must pay the test session fee on this website for the specific session location and date applicable. If the applicant arrives at a test session and has failed to pay in advance, they may access a smartphone, computer, or other device to make payment real-time, if it is available. **Under no circumstance shall an applicant be permitted to sit for an examination unless it can be verified that the session fee has been paid.**

CONTROL OF TEST MATERIALS

Completed exams and unused exam kits/materials must be returned promptly, and all exam materials must be kept under strict control and in confidence at all times. Completed exam kits should be returned (mailed) within 5 business days following the exam session. **You must notify Brandin, AL6I, immediately if there is any problem with the exam materials, or if any aspect of the exam has been compromised in any way, or if any irregularities occur during the exam.**

Return all materials used in exam sessions. Make sure you send everything that was used during an exam session. This includes **all test materials, scratch paper, answer sheets, and even spoiled forms.** Send everything that in any way contains any reference to any action that took place during the exam session. **If an exam booklet has been defaced,** for example if an applicant has written on the exam itself, keep it separate from the rest of the exam booklets, and mark it with bold writing on the face of the exam. That will notify VEC headquarters to print a replacement copy of the spoiled exam.

Once an exam kit has been opened and used for a test of any kind, it must be sent back to the VEC for recycling. An exam kit may not be held to give exams on more than one day, or at more than one exam session. Unused / unopened exam kits may be held for subsequent exam sessions, provided that you have notified Brandin Hess of your intention to do so, and have received approval for the action.

For VE's who have been "field stocked", **all session documents shall be scanned and e-mailed to Brandin Hess within 5 business days after the exam session.** That also includes a copy of the FCC upload file in .dat format if you are using the session manager software or spreadsheet. Once Brandin verifies receipt of said exam materials, the hard copies of the materials held by the VE shall be destroyed (less the actual test materials, which, if not defaced, may be retained and used at future testing sessions; more on that later in this document).

PART B: PREPARING FOR THE EXAM SESSION

SCHEDULING EXAM SESSIONS

Exams may be scheduled at any time. The only requirement is that **the date, time and location of the exam session must be publicly announced beforehand.** This announcement may take any of several forms, and should be available at least 3 days (1 week or more is preferred) before the session is to take place. The session could be advertised by any of the following means:

- Placing printed announcements on bulletin boards (in public places) or in store windows,
- On the air announcements during nets
- During a club meeting
- In a club newsletter
- On the AARC website or other local club site
- On the AARC Facebook page
- On the AARC Twitter page, or;
- By any similar means.

NOTE: If the session is a closed session (not available to walk-in's) then the exam session need not be publicized. Reasons for closed sessions might include a session for one or more handicapped applicants who have special requirements, or as part of a ham radio class.

NOTE: Regularly scheduled exam sessions do not require additional notice to the public. Given that applicants are now required to pay a fee for examination sessions, there should be few walk-in applicants. However, if a walk-in applicant shows up on time, space is available, and they are able to pay the session fee, they should be permitted to test. Since prepaid session fees are required, this is effectively pre-

registration for a session. This is one way to be sure that at least some minimum number of applicants will be present. **A printed copy of the receipt is still required.**

NUMBER OF VE'S REQUIRED AND PROHIBITED PRACTICES

At least 3 Anchorage ARC VEC accredited examiners must be present during the entire session (4 examiners is a better arrangement if sufficient personnel are available). **Only VE's holding accreditation by the Anchorage ARC VEC may participate in exam sessions.** Note that being a VE for another organization, such as ARRL or W5YI, does not prevent a person from also being a VE for the Anchorage ARC VEC. A person may hold accreditation from as many separate VEC groups as he or she wishes.

Volunteer Examiners who are accredited with the Anchorage ARC VEC are not permitted to participate in exams given to family members where the examinee's relationship to the VE is any of the following: spouse or spouse equivalent, child, parent, brother or sister, aunt or uncle, niece or nephew, grandparent or grandchild, or direct in-law (mother, father, brother, or sister in-law). This also applies in cases where there is a "step" relation, as in step-parent or step-child. Examiners may not discuss (with examinees, or anyone else who is not an accredited VE) actual exam materials, or which test series is being used.

PRIOR TO TEST DAY

Check to see if anyone has registered. A registered applicant is one that has paid the testing fee online through the Anchorage ARC website, which also guarantees the candidate to be pre-registered for an upcoming session. Without the receipt number, no test can be administered. Anyone can pay for a testing session by going to <https://kl7aa.org/vec/> and moving your mouse over the drop down tab that reads "License Testing".

Navigate through the menu to select the link that reads "Testing Schedule / Pay for Exam". If you have an issue with paying for a session, or do not have a credit card, have them contact the lead VE to provide any assistance. Immediately after the candidate has paid for a seat at an exam session, the system will automatically generate a pre-filled email notifying the lead VE that they have a registrant for the upcoming session. The receipt number will be included and that is the number you will need on the Green Sheet.

Preparing the Form 605. From time to time, the lead VE may, at their discretion, fill out a 605 form electronically and have it ready. Some will even fill it in for them by hand as some candidates have poor handwriting. That decision is entirely up to the lead VE. Keep in mind, if the lead VE has the candidate fill out the form on test day, the lead VE is responsible for being able to accurately transfer the information as it is written from

the 605 into the spreadsheet or session manager software for batch filing with the FCC. Once the 605 information is prepared and completed, move on to the next step.

Check the testing kit. On test day, make sure the kit has everything in it and if any forms or sheets need to be added, get it done to ensure your counts are set. Here is a list of all the items that, at a minimum, should be in your test kit, unless other arrangements have been made with the VEC Chairman:

- ✓ 2 Green Sheets
- ✓ 2 Continuation Sheets
- ✓ 45 Answer Sheets
- ✓ 30 605 Forms
- ✓ 30 CSCE's
- ✓ 5 "Felony Instructions" supplement sheets
- ✓ 10 Technician Examinations (x2 kits)
- ✓ 10 General Examinations (x2 kits)
- ✓ 10 Amateur Extra Examinations (x2 kits)

EXAM DAY

So, we have made it to test day and we need to make sure we are ready to welcome candidates to the session. Here are some things to keep in mind:

- Do have a reliable telephone number to be reached. Many candidates do not know where the test site may be and having the capability to give accurate directions will help get candidates in on time. Also, make sure you have a good point of contact via email. Some people don't use a phone, but will be able to send an email.
- Do make sure an announcement is made on any local nets you can access, as well as finding any amateur radio newsletter for your area to announce your upcoming testing session. Don't be bashful to check in with other clubs and notify them of a testing session because you may never know who wants to take a test.
- Make sure you have enough room if there is a large number of candidates. From time to time, a session may have 10 or more candidates testing and having the ability to spread them out is helpful. Make enough room, if possible. If you are unable to make room, you would be safe to have a fourth VE present who can get candidates in the building and have their Form 605 filled out, along with their identification that will be shown to the testing team.

PART C: DOCUMENTATION FOR THE APPLICANT

1.) Identification for the candidate

a. Candidates age 18 and over must show valid, government issued identification upon arrival in order to take an examination for a first time license or upgrade. **The candidate's identification MUST accompany the session package in the form of a photocopy.** The following are accepted forms of valid identification for candidates 18 years of age or older:

- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- DHS-designated enhanced driver's license
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Pilot's License (Can be used for any applicant age 16 or older)
- Foreign government-issued passport
- Canadian provincial/territorial driver's license or Indian and Northern Affairs Canada card
- Transportation worker identification credential
- U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
- U.S. Merchant Mariner Credential

Please Note: If your legal name is different than what is printed on your primary document, you must bring document(s) that provide proof of your name change. You must update your name with Social Security before getting your amateur radio license or upgrade.

b. Amateur radio candidates under the age of 18 are **NOT** required to show photo identification, however must present two of the following:

- Certificate of Citizenship, Naturalization, or Birth Abroad.
- An original or certified copy of a U.S. birth certificate (From Vital Statistics)(Certified Informational Copies are NOT valid for identity purposes.)
- Employee ID
- Health Insurance Card
- Medical Records
- Military Dependent Identification

- School ID
- U.S. military dependent identification card
- Signed letter from a parent or guardian attesting to the positive identity of the candidate (A clear photocopy of the parent or guardian's government issued photo identification must be attached to the letter otherwise this will not be an acceptable form of identifying a candidate under the age of 18.)

2.) Social Security Number or Federal Registration Number

Social Security Number (SSN) or your FCC issued Federal Registration Number (FRN); VEC's are required by the FCC to submit either a SSN or FRN number with their license application form. If they prefer not to give your SSN at the exam session, then they need to apply for and receive a FRN from the FCC before exam day. Once they have a FCC issued FRN, they may no longer use their SSN on the application. For instructions on how to register your SSN with the FCC and receive a FRN, visit the FCC's FAQ page and the FCC's CORES registration instructions page. VE teams with Anchorage ARC VEC are NOT responsible for assisting a candidate with obtaining a FRN.

We cannot process applications that lack a SSAN, TIN, or FRN.

If the applicant has a license, the FRN is the 10-digit number printed on the license.

Caution! Do not confuse the FRN with the license filing number (also a 10-digit number) – they are not the same. **The FRN will be clearly identified as such on the applicant's license.** **Aliens:** Applicants who are not US citizens **must** have a USA mailing address. We cannot process applications that have mailing addresses outside the USA and its possessions.

Resident aliens or tourists will must have a TIN (ATIN, SSAN, or FRN) before their application can be filed. **Canadian Citizens who are taking a test for an amateur radio license in the United States are permitted to provide their Social Insurance Number (SIN) in the application for a FRN, but NOT in the same place where you are asked to provide a Social Security Number.** The SIN would be provided in the section of the FRN application asking why they are not able to provide a TIN. Other applicants needing an Assigned TIN (ATIN) should contact FCC Technical Support at (202) 414-1250; or send an email to: ulscomm@fcc.gov

Visitors from other countries **are** eligible for FCC licenses, but they must be able to provide a valid mailing address in the United States. Should any questions arise pertaining to an applicant that can not be solved before or during a testing session, please contact the VEC Chairman for further assistance.

Get a FRN first – it helps everyone ... Applicants can get an assigned FRN (Federal Registration Number) even before they have a license. The process is can be done over the Internet. On your preferred internet browser, simply key in: <https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm> You will need to first register for an online account which required a valid email address. Upon verifying your

email address, you will login using the credentials you established in setting up your FCC profile and register for a FRN.

Why do we need a SSN, TIN, or FRN? A SSAN or TIN is required for all government license applications, by law. This law is commonly known as "**The Debt Collection Improvement Act of 1996.**" Congress enacted the Debt Collection Improvement Act (DCIA) as part of an effort to increase collection of delinquent government debts. As a result, the FCC and other agencies are required to collect Taxpayer Identification Numbers (TINs) from each entity doing business with the government, including applicants for, a Federal license or permit. **Even though amateur licenses and renewals are free, the law still requires the FCC to collect this information.** There are no exceptions.

3.) Amateur Radio License

For any upgrade (or renewal), a copy of a valid license should be provided.

Photocopies of licenses are acceptable as are official copies available from the FCC database as downloaded by the applicant. Applications submitted without proof of license will be checked against the FCC database or held until such documentation has been received. **If a license is not available:** In some cases other verification of a person's previously licensed status is acceptable. Such verification may be in the form of a document from the FCC indicating that the person holds (held) a valid license for the period in question or a printout of a web page (such as QRZ.com) showing the pertinent information, or a listing in a published call book. Such alternate documentation is subject to additional independent verification, and acceptance is not guaranteed in all cases.

4.) Calculator (Optional)

A calculator with the memory erased and formulas cleared is allowed. They may not bring any written notes or calculations into the exam session. Slide rules and logarithmic tables are acceptable, as long as they're free of notes and formulas. Cell phone must be silenced or turned off during the exam session and the phones' calculator function may not be used. In addition, iPhones, iPads, Androids, smartphones, Blackberry devices and all similar electronic devices with a calculator capability, may NOT be used.

5.) Session Receipt from Anchorage ARC VEC

Make sure the candidate brings in the receipt for their transaction. They have to pay for the examination in advance on the Anchorage ARC VEC web site. No receipt number, no seat at the session. We will need that receipt number for the Green Sheet.

6.) A good attitude

Lastly, a positive attitude and some patience. The folks administering the exams are dedicated volunteers. They will do their best to get a candidate tested, their exam graded, inform them of the results, and if applicable, prepare and present them a certificate stating they have earned a license or an upgrade as quickly as possible.

PART D: TESTING SESSION PROCEDURES

As we all know, coming to a testing session for amateur radio licensing can be an exciting time, or for some can be a nerve racking experience. Everyone will go through different emotions, as some candidates don't want to feel like a failure. The lead VE should make every possible effort to give a candidate the needed environment to concentrate on the task at hand, which is for them to pass their examination. When a candidate comes in, here is what they should expect:

A greeting...The VE team should always greet a candidate with kindness and make that person feel welcome. Most of us, at some point, were in their situation. Knowing the challenge that lies ahead, we must strive to make sure they can be as comfortable as possible by giving them a good welcome. It never hurts to have some light conversation too. Finding out a little bit about them and why they are pursuing amateur radio may lead into other interesting things that you may not have thought of, so a little conversation at the beginning of a session is always a good thing.

Form 605

One of the first forms the candidate will fill out is the Form 605. This is an application that anyone will need to fill out if they're taking a test, doing an administrative update or renewing their amateur radio license. That form must be filled out **LEGIBLY** or else we can not input the data into the spreadsheet for submission to the FCC. If you can not read their writing on the Form 605, the Anchorage ARC VEC will not be able to either and that could lead to the revocation of your accreditation as a VE if that information is not written legibly.

A NOTE ON THE "FELONY" QUESTION FOUND ON FORM 605

Pursuant to FCC Public Notice DA-1741, dated August 7th, 2017, applicants are required to answer the question only if they are filing an application for a new license (Application Purpose of New (NE)), an application to modify (Application Purpose of Modification (MD)) or renew and modify (Application Purpose of Renewal/Modification (RM)) an existing license, or an amendment (Application Purpose of Amendment (AM)) to a pending NE, MD, or RM. If the answer to the question is "Yes," the applicant must attach as an exhibit a statement explaining the circumstances and giving the reasons why the applicant believes that grant of the application would be in the public interest notwithstanding the misconduct.

If the applicant answers "yes" to this question, they may go ahead and take the exam. Grade the exam as for any other applicant, indicating "Pass" or "Fail" as appropriate. Instruct the applicant that they will need to supply additional information

directly to the FCC, as explained on the back side of the form 605. **The Anchorage ARC VEC does not get involved with the FCC regarding whether or not a license will be issued in this instance.** If a person has additional questions regarding this issue, have them contact the VEC Chairman for more information.

PRESENTATION OF IDENTIFICATION

After the candidate has completed Form 605, the VE team must ask the candidate to show a form of identification as listed in Part B of this guide prior to being given an exam. We can not administer their examination without meeting the identification requirements. **A clear photocopy of the candidate's photo identification MUST accompany their application.** This is to protect the candidate and the integrity of amateur radio. Once positive identification has been provided by the candidate, the VE team must look it over carefully and compare the data with Form 605. Prior to returning the identification to the candidate, make sure the VE team has a photocopy of it to submit with the session paperwork.

If everything is completed to the satisfactory of the VE team, return the identification back to the candidate. If, and only if, the mailing address does not match their identification, it is the VE team's responsibility to ensure that satisfactory evidence pertaining to their mailing address is provided. Be advised that Anchorage ARC VEC does reserve the right to further verify the information if there is reason to believe the data collected isn't accurate or lack of documentation provided for address verification. Once everything is correct and accurate to the satisfaction of the VE team, proceed.

EXAMINATION TIME AND VE CONDUCT

Give the candidate their examination, if that is what they came for. Remember, there is no time limit on an examination. **The VE team must NOT rush any candidate.** That is not why we are here. Amateur radio license examinations are not meant to be similar to a standardized test, where time limits are imposed. A good VE team will encourage any candidate to take their time. Once the candidate has completed their examination, have them pass the exam packet and answer sheet to one of the Volunteer Examiners, or simply instruct them to raise their hand (if you have a large group) and one of the VE's should go and pick up the materials from them.

Teams will staff the session with as many VE's as needed to smoothly administer the exams. Generally, one administering VE per four applicants is recommended, but the specific ratio will vary. More experienced teams can conduct an exam session with a lower VE per applicant ratio.

VE teams are required to ensure a minimum of three appropriately qualified VE's administer the exams and they must constantly observe the applicants while they take their exam. The administering VE's must be present in the room where and while

applicants are taking exams. Further, they must observe them at all times while they are taking exams.

The administering VE's may not read books, magazines, newspapers, use electronic devices such as a cell phone, tablet or any other device. The administering VE's may not engage in conversation with anyone including applicants or other VE's unless it is in the performance of their duties.

VE's who are administering exams may not simultaneously perform other activities (e.g., Read printed or electronic media, play games on electrical devices, engage in conversation with applicants, VE's or other personnel) unless it is related to their duties as an administering VE, etc.

THE GREEN SHEET

Anchorage ARC VEC has implemented a new version of the Green Sheet, which is the document that is filled out by a VE team to reflect session participants. The Green Sheet allows for a team to use two kits at a session on one sheet, which is the recommended number of kits to have on hand. So, starting from the top, we will cover the procedure for correctly filling in the Green Sheet:

- a.) First box is labeled "Location". This is self-explanatory. Write the city and state where you held the session.
- b.) Next box is labeled "Kit #s". You will write in the kit number(s) that were used during this session.
- c.) Last box at the top is labeled "Date". Write in the date of testing session.

Here is what you will do in the applicant section:

- a.) First column...Applicant Name. You will write in the applicant's name, per the written instructions on the Green Sheet.
- b.) Next column is where you write in the Receipt number. That is the number generated from the Anchorage ARC VEC website when a candidate pays for a session.
- c.) Kit #s. So you will see two sub-columns here. This allows for the VE team to use two kits for one candidate. Use the left sub-column for the first kit used. If the applicant fails their first attempt, then you will use the second sub-column to fill in the kit number that was used to administer their second exam.
- d.) Element Columns...you will see a pair of sub-columns for each exam element. If the candidate passes their exam, you will write the letter "P" in the left sub-column for the element passed. If they fail, you will write the letter "F" in the left sub-column. If they fail their first attempt of a particular element and pass their second exam, you would write the letter "P" in the right sub-column. If they take more than one element, you will follow the same procedure for each subsequent element. If the applicant is claiming examination credit, please refer to Appendix A: Documenting exam credit on the Green Sheet for more information pertaining to applicants who are claiming examination credit.

NOTE: The administering VE's must give credit to an examinee holding a CSCE for each element the CSCE indicates the examinee passed within the previous 365 days.

e.) If the candidate comes in with a current license, you will write the letter "L" in the box pertaining to the class of license they hold. For example, if they are a Technician class amateur radio operator coming in to take their General class license, you would write the letter "L" in the left sub-column under Element 2 on the Green Sheet.

f.) After you have filled in the appropriate element boxes, the next column asks if a CSCE was issued. If the candidate passed their exam(s) you will put a check mark inside that box.

g.) The last column pertains to comments. You would note in here if the applicant came in with a CSCE from another VEC, or perhaps an expired license that falls within the aforementioned guidelines. For example if the candidate came in with an expired General class amateur radio license, you would annotate "Exp. Gen – 1998" meaning, the person had a General class amateur radio license that expired in 1998. If they come in with a CSCE from another VEC, indicate the date from the CSCE and be sure to provide copies of the documentation to submit with your session package!

h.) If you have another applicant, start on the next row by following these directions again.

i.) We will cover the remaining items on the Green Sheet later in this guide.

THEORY EXAMINATIONS

Each written exam consists of either 35 questions (Technician and General) or 50 questions (Extra). There is no time limit for the completion of the exam. Examinees must achieve a minimum score of 74% to pass the exam. Each answer key is marked to indicate how many questions must be passed (or how many may be missed) to pass the exam. In the event of a disputed answer, the VEC board will determine if credit should be given for a particular question. Their decision is final.

Each exam has a serial number. This number should be entered on the answer sheet, together with the name of the examinee and the date of the exam session. The serial number of the exam booklet indicates which element it represents. **Answer sheets missing names and/or element serial numbers will not be graded, and will count as failures.**

Answers should be marked by completely blackening the appropriate circle. Instruct applicants not to simply circle the correct answer, as the way the answer keys are set up may not display a "circled" answer, and thereby cause the applicant to fail the exam.

Also: Ask examinees to write their name on any scratch paper used, and submit it with the exam answer sheet for the element taken. **One time-saving aid is to have the applicants use the back side of their answer sheet as a scratch paper. If an applicant needs more scratch paper, and none is immediately handy, simply let them use the back of otherwise unfilled answer sheets. Caution the examinees not to mark anything in or on the test booklet.**

GRADING THE EXAM

So we have covered what we need to fill in for the applicant data portion of the Green Sheet and by this point the candidate will have completed their exam. This means that the VE team must promptly grade it. If there is a large crowd of people, kindly advise them that their patience is certainly needed and appreciated. Remember, we are volunteers and will get their examination graded as quickly as possible.

Answer sheets are provided in the exam kit for the written (theory) exams. Only one answer may be filled in for each question. **If more than one space is marked, the question must be counted as a wrong answer, even if one of the spaces marked is the correct answer.** Because of the way the tests are scored, it would be possible for a sheet with multiple answers to be scored incorrectly.

You should inspect visually each submitted answer sheet to verify that no question has more than one answer marked. Erasures are permitted if it is clear that the erased answer has been cleaned as carefully as possible. For this reason, only pencil should be used to mark answer sheets.

Use a RED pen, if available, to mark incorrect answers. Each scoring sheet indicates how many questions must be answered correctly to pass the exam.

Examinees are NOT permitted to know which (if any) questions they missed, or to discuss specific questions with the examiners. The reason for this is simple – there may be other applicants in the room still taking their exams, and extended discussion take up time, and at a busy session, time may be at a premium.

Indicate "Pass" or "Fail" as well as the number of questions missed on the answer sheet where indicated.

Exception: If there is concern that a particular question is defective (having no correct answer, or more than one correct answer, or missing something needed to determine the answer), then you should make a note explaining what the problem seems to be, attach it to the form 605 for that examinee, and submit it to the VEC board for arbitration. If the VEC board determines that the question is in fact unanswerable as presented, the examinee MAY be given credit for the question. This could result in changing a "fail" to a "pass". Each instance will be considered separately, and the decision of the VEC board is final.

Order of Elements – Taking elements out of sequence is permitted, but not recommended, and the practice should be discouraged. If a person takes an element out of sequence, they may be issued a CSCE for that element, but no other action will take place until the "previous" elements have been passed. This is a change from previous rules that required that all elements be taken in sequence. **Once the VE team has graded their exam, Anchorage ARC VEC policy is to promptly inform the candidate of the result.**

There is no time limit on retesting if they did not pass. If a person fails an element, he or she may take the test again immediately, **provided a different exam kit is available**. A person may not immediately retake the same element from the same kit as the one they have just failed. It is up to the VE team (not the applicant) to determine if immediate retesting is appropriate and will be allowed. The VE team's decision is final. If they did not pass, here is a guideline for allowing a candidate to retake an examination:

a.) For the Technician class exam, the VE team may allow them to retest one time if they were within 5 questions away from passing.

b.) For the General class exam, the VE team may allow them to retest one time if they were within 5 questions away from passing.

c.) For the Amateur Extra class exam, the VE team may allow them to retest one time if they were within 8 questions away from passing.

Guidelines: To prevent "useless" wasting of an exam kit, we recommend that immediate re-testing be limited to certain specific circumstances. If a person has failed an element by falling within the reasonable guidelines for retesting based on the number of questions missed, or if they have come a long way at some expense to attend the exam session (or both) then immediate re-testing may be appropriate. If a person has failed an exam by more than just a few questions, immediate retesting would probably be a waste of time and materials, and the examinee should be encouraged to try additional study before making another attempt.

Once an exam kit has been opened and used for a test of any kind, it must be sent back to VEC headquarters for recycling unless prior arrangements have been made with the Chairman. An exam kit may not be retained and used to give exams on more than one day, or at more than one exam session on a given day. In some cases, unused exam kits may be retained for later use with prior permission from the Chairman, but in any case, once an exam kit has been actually opened and used to give one or more exam(s), it must be returned to the VEC for recycling.

NOTE: If the candidate fails their second attempt, return the Form 605 to the candidate with an invitation to come back and try again at the next scheduled testing session. If they pass, here is what happens next:

Taking the next class of license exam, if applicable...if the candidate passed their first exam, congratulate them! The VE team should gladly allow them to take the next exam if they feel ready to try. If the candidate does not want to take the next test, don't be offended if they say no. If the candidate declines to take the next test, here is what happens:

Issuing a Certificate of Successful Completion of Examination, or CSCE for short...When completing CSCE forms, **circle the element numbers for any elements taken and passed at that session only. Obliterate (completely cross out) every other element and temporary license class that is not applicable to that particular**

CSCE. Example: If a person holds a "Technician" license and takes and passes element 3 (and no other elements), then you would circle both the "Element 3" and "General Class" in columns 1 and 2 respectively, and circle the appropriate special identifier in column 3, **and obliterate everything else.**

Older CSCE forms use a slightly different layout and text, but what is needed should still be obvious. Cross out **everything** else. If a person passes more than one element, circle all elements passed, and the appropriate line in the last column, crossing out everything else. Make sure that 3 VE's sign the form in the appropriate spaces, and that the examinee signs the form above his or her printed name and address.

Note that if the CSCE is for a brand-new license, NO privileges will be circled! A CSCE is not a license document, and new or upgraded privileges only convey when accompanied by a previously issued license. Since new licenses are only issued by the FCC, the CSCE by itself in this instance serves only to verify that the applicant has passed a particular element (or elements) if that same applicant attempts another element before the official license document arrives in the mail or is available online.

If the action is a "paper upgrade": A person who has a currently valid (not expired) Technician class license, and has proof that his or her original license was issued on or before March 21, 1987, can apply for an "instant upgrade" to General class. In this case, mark the CSCE form as "Paper Upgrade" by writing those words into the form immediately above the "Written Theory and Operating Privileges" line. Paper upgrades still require a completed (and signed) form 605.

Do not mark credit for elements previously accounted for by another CSCE or license on the new form. **Enter only those element(s) passed at the current session on a new CSCE form, and obliterate everything in the section that indicates privileges not applicable to the current exam session!**

CSCE forms are not issued to the applicant if the only action being taken at the session is to renew an existing license. Licenses may be renewed any time within 90 days before the license is scheduled to expire. Renewal applications cannot be processed if more than 90 days exist before license expiration. All renewals require a correctly filled out form 605 and a copy of the license.

The VE team will issue the applicant a CSCE proving they passed the element(s) that were administered at this particular session. Remind them that the CSCE is valid for 365 days from the date of issue. **Do NOT give the CSCE over to the candidate to sign until the Form 605 has been signed at the bottom by the VE team!** Have the candidate verify the information is correct, after the results have been certified and signed off by the VE team. Once the certificate is completed and information verified by the candidate, have them sign it with an ink pen and they are free to go.

Form 605's showing "**No new license or upgrade was earned**" do not require signatures. Important note: If the applicant did not get a new license or upgrade, and did not pass any exam elements, **YOU MUST return the form 605 to the applicant per Part 97.509(j).**

Important note: If the applicant did not get a new license or upgrade, and did not pass any exam elements, and is not for an administrative action such as license renewal or change of address or name, meaning there is no information to be forwarded to the FCC, **you MUST return the form 605 to the applicant** in accordance with Part 97.509(j). **Form 605s that show any activity (new license or passed one or more elements) must be returned with the exam kit so the applicant can receive proper credit.**

ACCOMMODATING ADDITIONAL EXAMINEES ON TEST DAY

If more examinees arrive for an exam session than there are testing materials available to accommodate all of the applicants in a single sitting, materials may be re-used at that single session only, and **only if the exam session remains officially open**. In such an instance, **care must be taken to ensure that applicants who have seen the materials do not communicate with others who have not yet taken their tests**. If a session "closes" (ends) and the examiners leave the testing area, then the exam kit(s) used at that session may not be reused, and must be returned for recycling as described above.

If possible, have those applicants that are waiting for their chance to take the exam wait in a separate room from the people taking the exam, and take care that applicants who have taken the exam do not commingle with those who have completed the exam. In any case be absolutely certain that anyone who has taken the exam does not discuss any aspect of the exam with someone who has not yet started their examination.

ADMINISTRATIVE FILINGS, CHANGE OF ADDRESS, VANITY CALL SIGNS AND LICENSE RENEWALS

If someone asks you for some "spare" Form 605's (as, for example, to be used to renew their license or submit a change of address), it is OK to give them 1 or 2 copies, but remember that you could run short if too many are given out before a testing session. Remind those applicants requesting form 605's that photocopies are acceptable, and that additional copies can be obtained from the ARRL web site (www.arrl.org) and printed locally as needed. Change of address can be filed over the web. A new license will be issued showing the new address, but with the expiration date unchanged. **Filing a change of address does not automatically renew a license!**

If the applicant does not have access to the ULS online system, we will be glad to file the paperwork for these people. We do not charge for this service. Request that they fill out a Form 605, attach a copy of their present license, and mark the form 605 for the action required (renewal, change of address, etc.) and we will send it in with the next submission. Remember that we still must have a valid SSAN, TIN, or FRN number before we can enter the data. See the next paragraphs for notes about Vanity Licensing, renewals, and change of address filings.

Also note that the ARRL will process license renewals and address change actions for free if the person is an ARRL member (go to: www.arrl.org). The W5YI group will process such actions for a small fee. Go to: www.w5yi.org.

Before the candidates have left the testing area, you should use the following checklist to make sure nothing has been overlooked:

- ✓ Are the form 605s marked to indicate if an upgrade (or no upgrade) was earned
- ✓ Have you returned 605s to applicants who attempted but failed to earn a new or upgraded license?
- ✓ Are all retained form 605s signed and dated (in ink) by the applicants?
- ✓ Have the applicants answered the "felony question"? Must be either Y (yes) or N (no). If Y (yes), please give the applicant a copy of the sheet titled "Felony Instructions" that is in your test kit.
- ✓ Do all form 605s include the signatures of 3 VE's who attended the session if the action resulted in a new license or upgrade? (signatures should not be included for applicants that failed the exam and / or did not upgrade; remember, you should have returned 605s to applicants that failed to earn a new or upgraded license ... see above)
- ✓ Do all form 605s include one of the following: the FRN, SSAN, TIN, or ATIN of the examinee?
- ✓ Do all form 605s include a contact telephone or number (and/or email address) if available?
- ✓ Do all form 605s have the other paperwork attached for that examinee? Attach the yellow copy of newly generated CSCE forms, photocopies of licenses and/or previous CSCE forms (as applicable), exam answer sheets, and scratch paper. Include EVERYTHING that relates to the test(s) taken. Start with the form 605 on top, then copies of their license (or other supporting document), then their answer sheet(s), then any work sheets or other papers, and finally, the yellow CSCE copy on the bottom for each applicant. Clip each applicant's set of papers together separately.
- ✓ Have you marked the "Green Sheet" for each person that attended the session, recorded the payment receipt number, and accounted for every element, either by "L" for license, C for previous CSCE (with date), "F" for fail, "P" for pass, or "-" for not attempted?

- ✓ Did you write the complete name and callsign of every VE at the session on the "green sheet" at the bottom of the page and include the number of hours the VE spent preparing for or actively at the testing session? (please print)
- ✓ Did you indicate with an "X" in the appropriate block on the "green sheet" which VE was the "Lead VE" for the session?
- ✓ Please group the finished paperwork by the order in which they appear on the "green sheet" Use rubber bands or paper clips (if available) to keep like items together.
- ✓ Does each CSCE form include the signature of the examinee?
- ✓ Does each CSCE form have only the elements passed (and any interim privileges) marked, and all other elements and interim privilege labels crossed out? See note on page 6 concerning new licenses.
- ✓ Does each CSCE form have the signature and call sign of 3 of the VE's at the session?
- ✓ Did you return the original copies of all CSCE forms (from other sessions)?
- ✓ Did you attach photocopies of any applicable CSCE forms (these would be forms presented by the applicant that were earned at some previous session).
- ✓ Keep in mind that the VE's signing the 605s indicating that a new license is to be granted or a license is to be upgraded **MUST** have all necessary documents and materials present and included with the package **BEFORE** the 605 is signed. Providing a note indicating that the applicant will send a copy of a previous CSCE to the VEC Chairman, or requesting that the VEC Chairman locate a copy of a previously issued CSCE after the 605 is signed is **UNACCEPTABLE**. If an applicant needs paperwork to accompany the 605, **ALL** that paperwork needs to be present and completely reviewed by the signing VE's **PRIOR** to signing the 605. Therefore, applicants must ensure that they bring **ALL NECESSARY SUPPORTING PAPERWORK TO THE TEST SESSION**.

Learning more about the sponsoring club (*optional*)...while you could certainly encourage them to stay around a little while after testing, the team should certainly understand if the person has other obligations. If they are interested in the club sponsoring the testing session, direct them to the club site, as you know it is updated regularly. If they would like to talk with someone in person, please tell them to ask one of the volunteer examiners after the testing session and by all means feel free to answer any questions that they may have.

Last, but not least...a handshake. One of the best ways to send someone off after an achievement of passing their test is to offer them a good handshake. Many VE's like to shake the hands of any candidate that comes in to take and pass an amateur radio license examination. We feel this is a good way to simply congratulate them on their achievement and do look forward to hearing that new operator on the air!

PART E: ORGANIZING THE SESSION PACKAGE FOR VEC PROCESSING

SESSION PACKAGE SUBMISSION LIST

You need to put your documentation for the session in **THIS** order prior to sending it off to the Anchorage ARC VEC:

- 1.) Green Sheet
- 2.) Continuation Sheet, if necessary
- 3.) Form 605
- 4.) Proof of License, if applicable
- 5.) Printed copy of receipt from the Anchorage ARC VEC web site
- 6.) Copy of photo identification
- 7.) Answer Sheet(s)
- 8.) CSCE

NOTE: If you have more than one applicant, add their paperwork in the same order, starting from item #3.

FINISHING UP THE "BOTTOM HALF" OF THE GREEN SHEET

You will see some boxes below that need to be filled in with some information. Some of this information will be used when you complete the spreadsheet (directions follow). Below the applicant information, you will see a section labeled "Session Summary Data". There are five boxes that need to be filled in. Here is a description of each:

- **# TESTED** – So, this is a box where you need to write in the number of people you had come to take a test. In essence, if you had 4 candidates to take a test and 3 doing administrative updates, you would only indicate that you had 4 people taking a test.
- **# PASSED** – This is a count of all the candidates that actually passed their exams during this session. Even if one or two failed their first attempt and passed a second exam, you still count that as a candidate that actually came out of the session with a CSCE.
- **# FAILED** – This is a number of candidates that did NOT pass an exam whatsoever during the session.
- **# ELEM PASSED** – This is a count of all the elements that were passed during this particular testing session. In essence, if you had 9 elements, 5 Technician, 2 General and 2 Amateur Extra with a total of these exams receiving a passing score of 7, then you would write in the numeric value of 7,

- which would indicate that 7 of the examinations administered received a passing score.
- **# ELEMENTS FAILED** – This is a count of all the elements that were failed during this particular testing session. In essence, if you had 9 elements, 5 Technician, 2 General and 2 Amateur Extra with a total of these exams receiving a failing score of 2, then you would write in the numeric value of 2, which would indicate that 2 of the examinations administered received a failing score.

The bottom section of the Green Sheet is rather self explanatory, however we still need to cover it, just to eliminate questions later. This is a list of all the volunteer examiners that participated in the testing session. There are six columns. Let's dive into what is required for each:

- **VE Name** – You need to fill in the First and Last name of the VE.
- **Call** – Fill in the amateur radio callsign of the VE, in all caps.
- **Lic. Class** – Enter in their license class, as a single letter. If they hold a General class license, you will write in the letter "G". If they hold an Advanced class license, you will write in the letter "A". If they are an Amateur Extra, you will write in the letter "E".
- **Lead VE** – If this person is the lead VE, you will write a letter "X" in this box. There can only be ONE lead VE for a session!
- **Hours** – You need to log the number of hours you spent at a testing session. Anchorage ARC VEC takes this information to see how much time teams are spending at sessions, mostly for statistical purposes.
- **Comments** – If there is anything in particular you need to note in this column regarding a VE, note it here. If you need more space, attach a separate sheet of paper.

Now you have completed the Green Sheet.

PART F: CLEANING UP AFTER THE SESSION PACKAGE HAS BEEN SUBMITTED "TEST KIT RECYCLING"

By this point you will have submitted your session package, both in pdf form (sending all of the documents) to the VEC and also submitted your electronic file for upload to the FCC's Batch Filing System for processing, if you are setup to do so. The first thing we want to make sure is done after everything has been submitted is to hold on to the hard copy of the session paperwork until the VE team is notified that the VEC has received the session paperwork and has the authorization to destroy it. Keep in mind **the VE team has 5 business days from the session date to send ALL session paperwork**

to VEC headquarters unless prior arrangements have been made with the Chairman. Once the session paperwork has been archived by the VEC and hard copy destroyed, here is what we need to do next.

Pick everything up that was pulled out for the session...you certainly want to make sure that pencils, pens and calculators have been returned. Keep in mind if something comes up missing, it is up to the lead VE to replace it. That includes writing utensils and calculators. It is very important to keep a tally of those items. Once everything is picked up and your session is over, this is what you need to do for recycling your test kit:

The VE team has five kits that need to be properly rotated. Each session will have two kits on hand. This allows the candidate to retest with a different exam if they fail their first attempt and also gives the team a chance to help eliminate cheating by staggering exams in a room with a large number of people testing. Let's break this down. We have five kits. Using them in sequential order you would have kits 1 and 2 for a session. If you pull an exam out of kit #1 during a session and nothing out of kit #2, we know that one of the two kits will go back into rotation.

In essence, we will put kit #1 back into rotation and not use it again until we have used kits 2 through 5. In this example, we did not use an exam out of kit #2 therefore when we prepare the box for our next session, we will place kit #1 back into storage and put kit #3 into the box which means our next session will have kits 2 and 3. You are to rotate them in sequential order. If you had a session where kits 1 and 2 were used, you will put both of them back into storage and pull kits 3 and 4 to use for the next session. Don't hesitate to ask the VEC Chairman for further instruction on this if you have any questions. It sounds rather convoluted, however we must not use the same exams repeatedly to keep the question pool in adequate rotation.

As you get your box ready for the next session, make sure you have the following number of items in stock:

- ✓ 2 Green Sheets
- ✓ 2 Continuation Sheets
- ✓ 45 Answer Sheets
- ✓ 30 605 Forms
- ✓ 30 CSCE's
- ✓ 5 "Felony Instructions" supplement sheets
- ✓ 10 Technician Examinations (x2 kits)
- ✓ 10 General Examinations (x2 kits)
- ✓ 10 Amateur Extra Examinations (x2 kits)

Keeping these numbers in the kit will allow the team to know that everything is in order for your next session.

PART G: RETURNING KITS TO VEC HEADQUARTERS

By this point you will have completed your session and be ready to return the materials to VEC headquarters. For teams who requested kits by mail, **all used exam kits and any paperwork associated with the exam session must be mailed to VEC headquarters within 5 business days of the exam date.** We suggest using US Postal Service Priority Mail, with delivery confirmation. You must send a copy of the receipt showing a tracking number so the VEC has been informed of it being shipped. If you are unable to return it within that time frame, **you are required to immediately contact the VEC Chairman to make other arrangements.**

Once you have placed all of the printed materials and session paperwork back into the box, you are required to return the kits directly to VEC headquarters for recycling and processing. The address is listed below:

**Brandin Hess – AL6I
c/o Chairman, Anchorage ARC VEC
P.O. Box 215
Caribou, ME 04736**

If you are setup to scan and email the session documentation, you are encouraged to do so by sending the scanned documents directly to the VEC Chairman at brandin.al6i@gmail.com ... once he receives the documentation and checks for completeness, he can submit the information to the FCC and instruct the VE team to destroy the session paperwork. If the team is not setup to scan and email, you will be required to send everything to VEC headquarters by postal mail for processing.

PART H: MORSE CODE EXAMINATIONS

While Morse Code is no longer required for amateur radio licensing in the United States, many operators have asked about getting some sort of proof showing proficiency in international Morse Code for the purposes of overseas operating, whether it be temporary or in lieu of relocating as an immigrant. Through an approval from the European Conference of Postal and Telecommunications Administrations (CEPT), we are the first VEC in the country to offer international Morse Code examinations to meet requirements in any country that is under agreement with CEPT. Anchorage ARC VEC offers examinations to prove proficiency and the following policy applies:

A. Requirements.

To receive certification attesting an operator's proficiency in Morse code, the following criteria must be met:

a. The operator must pass an examination that demonstrates their capability to send and copy at 5, 7, 10 or 12 words per minute. **NOTE: Check with the country you are planning to operate in for their requirements if the exam is for going overseas. Most require a person be able to send and copy 10 or 12 words per minute.**

b. The candidate must correctly send, by hand, a plain-language text provided by the examiner team, in international Morse code, for a minimum of three (3) consecutive minutes, at a speed of not less than 5, 7, 10, or 12 words per minute as appropriate for the certification being attempted, using an ordinary radiotelegraph key, a semi-automatic key or an electronic hand key.

c. The candidate must correctly receive, by ear, a plain-language text provided by the examiner team, in international Morse code, for a minimum of three (3) consecutive minutes, at a speed of not less than 5, 7, 10, or 12 words per minute as appropriate for the certification being attempted, copying legibly by hand, typewriter or word processor.

d. A Morse code "word" consists of five characters based on the Paris method. The letters A through Z are counted as one (1) character each, and figures and punctuation marks are counted as two (2) characters each.

e. Examinations for Morse code proficiency shall contain the following: Letters A through Z, numbers 0 through 9, the period, comma, question mark, the slant bar (i.e. - "/"), commonly used "Q-Signals", and commonly used prosigns such as "BT", "AR", "SK" and "EE".

f. The examination given for copying international Morse code can be administered by hand, cassette tape, or computer generated code. Timing and length of text must be closely observed.

g. On the Copying Proficiency Examination, Morse code shall be sent using the Farnsworth method with a character speed of 12 WPM and a word speed of 5, 7, 10, or 12 WPM as appropriate for the examination.

h. On the Sending Proficiency Examination, the speed of the characters sent by the candidate is immaterial, so long as the necessary number of characters is sent within the three (3) minute examination period. At 5 WPM, 75 characters shall be sent; at 7 WPM, 105 characters shall be sent; at 10 WPM, 150 characters shall be sent; and at 12 WPM, 180 characters shall be sent. Failure to send the necessary number of characters as indicated shall constitute a failure of the sending examination.

i. Operators seeking international Morse code certification for an amateur radio operator license issued by a foreign authority must be in possession of a valid license in their home country prior to an examination being administered.

B. Grading Structure.

Grading examinations for Morse code proficiency shall be graded by the following method:

a. Examiners shall allow three (3) minutes at the end of the receiving test for candidates to review their copy and make any changes or corrections, if necessary.

b. Each character missed on the sending and receiving evaluations shall reduce the final score by the following percentage points:

1.) 5 WPM - 1.33%,

- 2.) 7 WPM - 0.95%,
- 3.) 10 WPM - 0.67%, and
- 4.) 12 WPM - 0.56%

Therefore, the number of characters missed on each examination shall not exceed::

- 1.) 5 WPM - 15,
- 2.) 7 WPM - 21,
- 3.) 10 WPM - 30, and
- 4.) 12 WPM - 36.

c. On the Sending Proficiency Examination, a candidate can correct an error by sending eight (8) dits in rapid sequence.

d. To pass, the operator must receive a final mark of 80 per cent on the copying evaluation and 80 per cent on the sending evaluation.

C. Certification.

Certifying results for international Morse code examinations must follow the following guidelines:

a. Certification of results for examinations shall follow the certifying structure that is used in the licensee's home country for administering amateur radio operator licenses.

b. To administer an amateur radio operator license examination in the licensee's home country, only ONE examiner must be proficient in international Morse code.

c. The examiner who is claiming proficiency must be capable of sending and copying at least 15 words per minute.

d. Results for international Morse code proficiency are valid for five (5) calendar years from the date of issue if the bearer does not hold a valid amateur radio operator license. If a licensed amateur radio operator in the United States is to use this certification for international operating where Morse code is still required, expiration of this document shall run concurrent with the bearer's amateur radio operator license grant that has been issued by the Federal Communications Commission, and shall hold no additional operating privileges.

If a candidate is interested in taking a Morse Code proficiency examination, they are instructed to contact the VEC Chairman for more information and to setup an exam.

PART I: HOW DO I BECOME A VE?

REQUIREMENTS

If you meet the following list of requirements, then you can make application to become a VE:

- You must be at least 18 years of age
- You must be a US citizen

- You must hold a valid FCC-issued Amateur Radio license of General, Advanced, or Extra class
- Your license must have never been revoked or suspended for cause
- You must agree to abide by the policies and procedures set forth by the Anchorage ARC VEC, Inc.

Who can give what test:

- EXTRA class license holders can give tests for everything (Elements 2, 3, and 4)
- ADVANCED class licensees can give tests for Technician and General class only (Elements 2 and 3)
- GENERAL class licensees can give tests for Technician class only (Element 2)
- TECHNICIAN, NOVICE, and CONDITIONAL class licensees are not permitted to be Volunteer Examiners with the Anchorage ARC VEC

Note: As of April 15, 2000, no new tests are being administered for ADVANCED or NOVICE class licenses. Individuals holding such licenses may renew them as long as they wish. Also, testing for Morse Code is no longer required.

Applying to become a Volunteer Examiner (VE): You apply to become a volunteer examiner by entering some personal data, such as your name, Amateur call sign, mailing address, and contact information on a standard application form. You must certify that certain statements on the form are correct and that you agree with the terms and conditions detailed on the application form.

The application for becoming a Volunteer Examiner is available as a web or paper form. Paper forms are included in exam kits that have been mailed out for those who are interested. Use the provided form to apply to become a VE with the Anchorage ARC VEC. Be sure you read the form and agree to the conditions it contains before signing and submitting it. If you do not agree with these conditions, we cannot accept your application.

There is a 30 question, open-book examination that must be completed which can be taken online through a link provided by the VEC Chairman, or if an applicant does not have access to the internet, a paper application package can be mailed out. This examination is intended to make sure new volunteer examiners are familiar with the basic requirements and procedures of the volunteer examiner program. A score of 80% is required to pass and missed questions will be reviewed with the applicant prior to being accredited.

Once you have submitted your application, it will be reviewed by the Anchorage ARC VEC Chairman to confirm you are indeed eligible to become a VE. As soon as your application is approved, you will be sent a link to take the online examination. If you don't have access to the internet, please inform the Chairman and an application

package will be mailed out to you. Once you pass the examination, your name and contact information will be entered into a database of all Anchorage ARC Volunteer Examiners statewide. The Chairman will send you a printed certificate and also list your name on the web site to provide public proof of being accredited with the Anchorage ARC VEC.

PART J: A FINAL WORD FROM THE VEC CHAIRMAN

Now that you have completed your exam session, let's cover some final thoughts. This guide is to serve as a means to cover any major concerns that could potentially come up during a testing session. It is to also allow for a VE team to retain a level of organization that ensures accuracy and consistency. Most VE teams will not follow a guide like this to the letter during their first several sessions, however as other questions are answered, more understanding comes and with repetition comes structure.

Being a volunteer examiner with the Anchorage ARC VEC gives you the opportunity to carry on with a long standing privilege by playing a critical role in upholding the integrity of amateur radio for years to come. There is a level of trust being placed into the VE team that is unprecedented in comparison with any other area of the amateur radio service. Maintaining a level of professionalism, providing a quiet testing environment and mentoring those who are new to amateur radio will take you a long way in demonstrating your passion to bring people in.

The spirit of amateur radio lives on through those who have a desire to educate and serve the public. The spirit of amateur radio lives on through those who share a common interest that brings friendship, camaraderie and most importantly, extended family. Your service as a volunteer examiner will build a solid foundation that shall carry the amateur radio service into the future for years to come. Thank you for your time and service!

73,
Brandin S. Hess – AL6I
Chairman, Anchorage ARC VEC

APPENDIX A: DOCUMENTING EXAM CREDIT ON THE GREEN SHEET

The FCC now offers partial credit for expired General, Advanced or Extra Amateur Radio licenses. A license that has expired and gone beyond the two year grace period will be canceled in the FCC system. The licensee will not automatically qualify for a new license. At a minimum, **previous license holders must take the current 35-question Technician exam at a VE exam session to return to Amateur Radio.** The FCC will issue a new call sign and a new license when the Technician exam is passed. Please refer to Expired License Credit section below.

The FCC also offers partial credit for pre-1987 Technician licenses. Please refer to the Pre-1987 Technician License "Grandfather" Credit section below.

EXPIRED LICENSE FOR EXAM ELEMENT CREDIT

FCC Rule 97.505(a) offers partial credit to an examinee that has an expired General, Advanced, or Extra license. If an applicant held a General or Advanced license, and has proof, the FCC will afford credit for the General (Element 3) written exam only. If an applicant held an Extra license, and has proof, the FCC will afford credit for the General (Element 3) and Extra (Element 4) written exams. At VE exam sessions it is the applicant (not the VE's or coordinating VEC) who is responsible for supplying the evidence of holding valid expired license credit.

The section titled "Valid Forms of Exam Element Credit for Expired Licenses" explains how to verify the license status of someone eligible for such credit under Section 97.505 of FCC Rules.

If their license has been expired for less than 2 years, they can simply renew the license. No additional testing is required. Have them fill out a form 605, indicating that they are renewing an expired license, checking the appropriate blocks or entering information as needed, and submit it with the other paperwork for that exam session. We will process their renewal application when the other paperwork is submitted. There is no charge for this service.

If their license has been expired for a period exceeding 2 years and one day, they must first take and pass the Technician (element 2) exam. Once that exam is passed, they must then demonstrate proof of having held a license of a "higher" class, such as a General, Conditional, Advanced, or Amateur Extra Class. The fact that they once held a Technician, Technician Plus, or Novice class license does not allow them to skip this step.

Their application for a new Technician license will be processed as for any other applicant. If they have provided acceptable proof of having previously held a General, Conditional, Advanced, or Amateur Extra class license, they will also be upgraded as part of the same process.

The relicensing provisions will generate a new license and call sign, they do not reactivate an expired license or call sign. The applicant will not automatically receive their old call sign. If, after they receive their new license, they still want their old call sign, they can apply via the vanity call sign program.

The Anchorage VEC does not process vanity call sign applications. Vanity call signs may be obtained directly from the FCC, via their on-line filing procedures, or with the aid of a VEC that is authorized to process vanity call sign applications. Both the ARRL VEC (www.arrl.org) and the W5YI VEC (www.w5yi.org) can help them. The Anchorage VEC web-site contains additional information about vanity licensing, and applicants interested in this provision should visit our web pages.

If you have any questions about this program, please call Brandin Hess, AL6I for assistance.

Contact information:
Brandin Hess, AL6I
Chairman, Anchorage VEC
P.O. Box 215
Caribou, ME 04736

Brandin can be reached by telephone at: (907) 987-6716
Brandin's email is: brandin.al6i@gmail.com
Alternate address: vec@kl7aa.org

VALID FORMS OF EXAM ELEMENT CREDIT FOR EXPIRED LICENSES

At a test session, the VE's will review all credit documents presented by applicants. Persons who hold an expired General or Advanced license receive General written exam (Element 3) credit per FCC Rules. Persons who hold an expired Extra license receive General (Element 3) and Extra (Element 4) written exam credit per FCC Rules.

This can be verified if an applicant presents any of the following:

-- Per FCC Rule 97.505(a), an original or copy of an original expired FCC issued General, Advanced or Extra license as indicated on the license.

-- A REFERENCE COPY of the license printed from the FCC ULS license database or FCC archive database located on the FCC website at <http://wireless.fcc.gov/uls/index.htm?job=home>.

-- If licensed in the mid-'70s or after, FCC will issue a 'License Verification Letter' indicating that the applicant was licensed. The FCC stated any requests for verification must be submitted in writing to: FCC, ATTN: Amateur Section, 1270 Fairfield Rd, Gettysburg, PA 17325. The request must include name, address, telephone number, date of birth, call sign issued at that time, and when the license was granted (if exact date is not known, give the approximate time frame). The FCC asks those inquiring to include any information that may be helpful in researching these requests, but it does not need to know details of the examination session, such as where the test was administered or who gave it. "These requests must be researched on microfiche, so they will be very time-consuming," an FCC spokesperson said, adding that no one should expect an overnight response.

-- For 1966 or more recent records, the FCC's research retrieval service contractor, Best Copy & Printing, Inc. (BCPI), will obtain the General, Advanced or Extra license certification from FCC records. There is a charge for this service. For assistance in purchasing copies of FCC documents, please contact BCPI directly. Phone: 202-488-5300 or 1-800-378-3160. TTY: 202-488-5562. Fax: 202-488-5563. Email: fcc@bcpiweb.com. Web: http://www.bcpiweb.com/fcc_research.php.

-- A 1967 Edition, or later, Radio Amateur Callbook listing is acceptable as proof provided the 'G' (General), 'A' (Advanced) or 'E' (Extra) license class appears on the page next to the call sign listing. Only Callbooks issued Fall 1967 or later will show the license class. Be sure to copy the year of publication reference, if not printed on the page.

PRE-1987 TECHNICIAN LICENSE "GRANDFATHER" ELEMENT CREDIT

FCC Rule 97.505(a) offers partial credit to pre-1987 Technician licenses. If an applicant held a "Technician" prior to 3/21/1987, and has proof, the FCC will afford credit for the General (Element 3) written exam only. The FCC does not require the applicant to have been continuously licensed. At VE exam sessions it is the applicant (not the VE's or coordinating VEC) who is responsible for supplying the evidence of holding valid grandfather credit.

The section titled "Valid Forms of Exam Element Credit for Pre-1987 Technician Licenses" explains how to verify the Technician grandfather credit status of someone eligible for such credit under Section 97.505 of FCC Rules.

VALID FORMS OF EXAM ELEMENT CREDIT FOR PRE-1987 TECHNICIAN LICENSES

At a test session, the VE's will review all credit documents presented by applicants.

For General written exam (Element 3) credit, persons who took a 50-question Technician/General written exam before March 21, 1987 receive Technician grandfather license credit per FCC Rules.

This can be verified if an applicant presents any of the following:

-- Per FCC Rule 97.505(a)(4)s, a FCC Technician license issued before March 21, 1987, as indicated on the license.

-- An original Element 3 Certificate of Successful Completion of Examination (CSCE) issued before March 21, 1987.

-- If licensed in the mid-'70s or after, FCC will issue a 'License Verification Letter' indicating that the applicant was licensed as a Technician licensee prior to March 21, 1987. The FCC stated any requests for verification must be submitted in writing to: FCC, ATTN: Amateur Section, 1270 Fairfield Rd, Gettysburg, PA 17325. The request must include name, address, telephone number, date of birth, call sign issued at that time, and when the Technician license was granted (if exact date is not known, give the approximate time frame). The FCC asks those inquiring to include any information that may be helpful in researching these requests, but it does not need to know details of the examination session, such as where the test was administered or who gave it. "These requests must be researched on microfiche, so they will be very time-consuming," an FCC spokesperson said, adding that no one should expect an overnight response.

-- For 1966 or more recent records, the FCC's research retrieval service contractor, Best Copy & Printing, Inc. (BCPI), will obtain the pre-1987 technician certification from FCC records. There is a charge for this service. For assistance in purchasing copies of FCC documents, please contact BCPI directly. Phone: 202-488-5300 or 1-800-378-3160. TTY: 202-488-5562. Fax: 202-488-5563. Email: fcc@bcpiweb.com. Web: http://www.bcpiweb.com/fcc_research.php.

-- A 1987 Edition, or earlier, Radio Amateur Callbook listing is acceptable as proof provided the 'T' (Technician) license class appears on the page next to the call sign listing. Only Callbooks issued Fall 1967 or later will show the license class. Be sure to copy the year of publication reference, if not printed on the page.

-- QRZ.COM has posted on their website a copy of their very first Amateur Radio CD ROM product as originally published in 1993. This searchable database contains license records from 1983 to 1993. A printout of such a listing from the CD ROM or the

web page, showing a Technician license effective or begin date prior to 3/21/87 is acceptable.

CSCE'S FOR EXAM ELEMENT CREDIT

At an exam session, the VE's will review all credit documents presented by applicants. Per FCC Rule 97.505(b), a Certificate of Successful Completion of Examination (CSCE) issued within the previous 365 days at a VEC sponsored exam session, is acceptable proof for the Element(s) indicated on the form.

All VE teams need to be fully aware that the candidate **MUST** present an original copy of the CSCE to receive credit for that element! Additionally, if a VE team can not verify the authenticity of a CSCE, the lead VE should contact the Anchorage ARC VEC Chairman for further instructions.

With the changes to the speed at which licenses are being granted by the FCC, this is not likely to come up unless the candidate took their exam on a Friday evening, gets their CSCE and goes for an upgrade on that following weekend. Again, rare but if it does happen, make sure that the candidate comes with their original CSCE.

CSCE Special exception: Photocopies may, in special circumstances, be acceptable provided they contain the valid original signatures (in ink) of 3 current Anchorage ARC VE's (in addition to any signatures that may appear on the copied original) attesting that the copy is a certified copy of an original CSCE form, and a reasonable explanation of why the original is not available. Acceptance of photocopied CSCE forms will be considered on a case by case basis, and is NOT guaranteed.

FCC RULE PERTAINING TO ELEMENT CREDIT

FCC Rule §97.505 Element Credit.

The administering VE's must give credit as specified below to an examinee holding any of the following license grants:

Operator Class	Unexpired (or within the grace period)	Expired and beyond the renewable grace period
Amateur Extra	Not applicable	Elements 3 and 4
Advanced, General or Technician granted before March 21 st , 1987	Elements 2 and 3	Element 3
Technician Plus or Technician granted on or after March 21 st , 1987	Element 2	No credit

Important note: VE's are required to see the CSCE form (or applicable license) for any element credit claimed by the examinee, before permitting them to take a subsequent element. Unless you know the examinee, and are willing to vouch for them, do not accept someone's word that an element has been passed but that they have "lost", "misplaced", or "forgotten" their CSCE (or license) for that element.

Every person wishing to take advantage of this new rule must fill out and sign an affidavit that states they are entitled to receive credit for elements passed previously. This affidavit is their statement that they are the same person as shown on the expired license.

The affidavit is required even if their current name and address match the expired license. Blank affidavit forms are included with each exam kit. The affidavit form should be reasonably self-explanatory, but don't be afraid to ask questions. The affidavit is different from and separate from the regular Form 605 that all applicants submit. In the case of relicensing, both forms are required.

Even with a signed affidavit, additional scrutiny from the VE team will be needed to determine if the declared facts are plausible. For example, does the age of the applicant seem appropriate for a person licensed previously? A person that presents an expired amateur radio license that was originally issued 30 or more years ago, but whose current identification (a driver's license, for example) indicates they are only 40 years old (or less) should raise a "red flag". Guard against a situation where someone is attempting to claim credit for an expired license that was held by someone else with a similar name or address. VE's should use their judgment and experience, along with any documentation provided by the applicant, to decide if the facts are indeed plausible.

Unless the applicant can show an expired General, Conditional, Advanced, or Extra class license that also shows the same name and mailing address as their current information, they will be required to provide additional documentation.

If the applicant's current name and / or mailing address do not match the expired license:

If the applicant presents an expired license where the mailing address on the license is different from their current information, they must also provide a satisfactory explanation for the discrepancies. The reasons for a discrepancy could be as simple as the applicant having moved one or more times since the issuance of the now expired license. Remember that the FCC requires licensees to keep them informed of the licensee's current mailing address. However, if the applicant's former license has been expired for several years, they would not have been required to keep the FCC informed of changes that occurred while the license was not in effect.

The applicant should be able to show documentation proving that they lived at the former address, or in the case of a name change, when and for what reason they changed their name.

This could be established by other documents such as voter ID cards, old driver's licenses, old QSL cards, old bank statements or tax forms, etc. Our goal is to detect and disallow applications where someone is attempting to take advantage of a similar name, but who is not actually the person who held the expired license.

This situation will most often apply to a woman who has changed her last name because of changes in her marital status (but there could be other reasons, applicable to either a man or a woman). In any case, we are looking for similar documentation to that needed for address changes. Use the same basic verification processes as previously mentioned for address discrepancies.

Be absolutely certain that everything is in agreement before accepting someone's claim for element credit via an expired license. **VE team members will not be held liable if they do not accept someone's credentials – we are not required to accept anything. In case of a dispute, the VEC Chairman will resolve the issue.**

It is up to the applicant to prove their case to the satisfaction of the examiners – be fair, but be sure. If you are for any reason unsure, don't do it!

If you are confident that the person has the required CSCE (or license) covering a required element, you may permit them to take the exam for a subsequent element, with the understanding that no action can be taken until you, and the other VE's at that session, have seen the missing item(s). Some good sense judgment may be required on your part if this happens.

A closing set of instructions for all VE teams: If you are unable to immediately verify a person's previous license, you are required to contact the Chairman as soon as possible for further instructions. These situations do not happen very often and the general rule of thumb is to administer their Technician class license exam then send the paperwork in question by postal mail to the Chairman for further review. A letter with additional instructions has been provided by the VEC Chairman and has been attached to this guide.