

MERRYMEETING AMATEUR RADIO ASSOCIATION
AND
PORTLAND AMATEUR WIRELESS ASSOCIATION
VOLUNTEER EXAMINER QC AND CORRECTING
GUIDE

To be used at all MARA and PAWA test sessions

(Revised – 07/12/09)

Introduction

This guide is to be used by all volunteer examiners at MARA and PAWA exam sessions. This guide is meant to serve as a quick reference for the correcting of exams and “QC” of examination paperwork and is not meant to replace the ARRL VE Manual.

Pre Exam Session

The exam session liaison will ensure that all materials for the test session are available and that the testing area is set up properly prior to the beginning of the exam session.

The exam session liaison will make out the header of the Test Session Report and the Candidate Roster for the test session. Upon entering an exam session, each attending VE should sign in on the Test Session Report to ensure they receive credit for the test session.

Candidates for the test session should be seated and, if they arrive early, informed that the exam session will begin on time. Doors normally open for exam sessions 30 minutes early.

Prior to the beginning of the exam session, the exam session liaison should appoint one or two attending VEs to check each candidate’s identification, collect the examination fee and check any documents they have (licenses, CSCEs, etc.).

The examination fee is to be collected in cash. No checks can be accepted. If a candidate does not have the cash, they may be excused to get the cash before they begin the exam.

All candidates that have a license, a CSCE or other documents should have the original and a copy of the supporting documents. If they do not have the original of the CSCE for inspection, we cannot give them credit for the CSCE. If they do not have a copy, they may be excused to get a copy of their supporting documents before beginning the exam.

The exam session liaison will ask all candidates what exams they are taking and will assemble the appropriate exams for each candidate. He will also assemble the correct number of candidate file folders and the exam session file folder.

One VE at the session will pass out the Form 605, exam booklet and answer sheet to all candidates.

The exam session liaison will conduct a briefing for all candidates covering the making out of the Form 605 and the answer sheet along with the rules for the exam session. After the briefing, candidates that need to get cash for exam fee or need to get copies of supporting documents for the exam session will be excused to get what they need.

One VE should collect all Form 605s and supporting documents from the candidates and bring them to the correcting table.

One VE or the exam session liaison will make out the Candidate Roster and the candidate file folders based on the names on the collected Forms 605. The Candidate Roster will be made out in ink and the candidate file folders will be made out in pencil.

All Forms 605 and supporting documents will be placed in the appropriate candidate file folders.

Exam Session

The exam session will begin on time. Doors for the exam session will close 15 minutes after the beginning of the exam session. Candidates arriving after the doors have closed will be turned away.

VEs will ensure that the exam session is quiet until all candidates have completed their exam. VEs should ask those that have finished and wish to talk to step outside the exam room or to wait quietly in the exam room.

Three VEs must correct all exams. Upon correcting an exam, a VE should indicate the number correct answers at the top of the examination and initial the examination.

All completed examinations, CSCEs (and other supporting documents) and Forms 605 will be placed in the appropriate candidate file folders.

If a candidate is not successful on an exam, they may retake the exam (using a different exam) if they wish. To retake an exam, they must pay an additional exam fee. If the candidate wishes to retake an exam, the candidates name must again be entered on the Candidate Roster. If the candidate does not wish to retake an exam, place the Form 605 and the answer sheet in the appropriate candidate file folder.

VEC: American Radio Relay League/VEC CERTIFICATE of SUCCESSFUL COMPLETION of EXAMINATION			The applicant named herein has presented the following valid exam element credit(s) in order to qualify for the license earned category indicated below: Circle the bold text from one or more of these examples: --for pre 3/21/87 Technicians circle 3/21/87 Tech-EL 1-3 ; --for pre 2/14/91 Technicians circle 2/14/91 Tech-EI 1 ; --for lifetime Novice code credit circle Novice-EI 1 ; --for a valid or expired-less-than-5-years FCC Radiotelegraph license/permit circle FCC Telegraph-EL 1 ; NOTE TO VE TEAM: COMPLETELY CROSS OUT ALL BOXES BELOW THAT DO NOT APPLY TO THIS CANDIDATE. EXAM ELEMENTS EARNED passed 5 wpm code element 1 _____ passed written element 2 _____ passed written element 3 _____ passed written element 4 _____ NEW LICENSE CLASS EARNED TECHNICIAN _____ TECHNICIAN w/HF _____ GENERAL _____ EXTRA _____				
Test Site (city/state): 1	Test Date: 2						
CREDIT for ELEMENTS PASSED You have passed the telegraphy and/or written element(s) indicated at right. You will be given credit for the appropriate examination element(s), for up to 365 days from the date shown at the top of this certificate, if you wish to upgrade your license class again while a newly-upgraded license application is pending with the FCC.							
LICENSE UPGRADE NOTICE If you also hold a valid FCC-issued Amateur radio license grant , this Certificate validates temporary operation with the <u>operating privileges</u> of your new operator class (see Section 97.9[b] of the FCC's Rules) until you are granted the license for your new operator class, or for a period of 365 days from the test date stated above on this certificate, whichever comes first. Note: If you hold a current FCC-granted (codeless) Technician class operator license, and if this certificate indicates Element 1 credit, this certificate indefinitely permits you HF operating privileges as specified in Section 97.301(e) of the FCC rules. This document must be kept indefinitely with your Technician class operator license in order to use these privileges.							
LICENSE STATUS INQUIRIES You can find out if a new license or upgrade has been "granted" by the FCC. For on-line inquiries see the FCC Web at http://www.fcc.gov/wtb/uls ("License Search" tab), or see the ARRL Web at http://www.arrl.org/fcc/fcclook.php3 ; or by calling FCC toll free at 888-225-5322; or by calling the ARRL at 1-860-594-0300 during business hours. Allow 15 days from the test date before calling.							
THIS CERTIFICATE IS NOT A LICENSE, PERMIT, OR ANY OTHER KIND OF OPERATING AUTHORITY IN AND OF ITSELF. THE ELEMENT CREDITS AND/OR OPERATING PRIVILEGES THAT MAY BE INDICATED IN THE LICENSE UPGRADE NOTICE ARE VALID FOR 365 DAYS FROM THE TEST DATE. THE HOLDER NAMED HEREON MUST ALSO HAVE BEEN GRANTED AN AMATEUR RADIO LICENSE ISSUED BY THE FCC TO OPERATE ON THE AIR.							
Candidate's signature 3	Candidate's name 4	Call sign 5 <small>(if none, write none)</small>	Address 6	City 7	State 8	ZIP 9	VE #1 10 signature _____ call sign _____
							VE #2 10 signature _____ call sign _____
							VE #3 10 signature _____ call sign _____
							Candidate's copy=white•ARRL/VEC's copy=pink•VE Team's copy=yellow

13

11

12

The CSCE

All numbered areas must be filled in, annotated or briefed to the candidate.

- 1 – Test Session Site: Must be filled in. For MARA Sessions: Topsham, ME (or Lewiston, ME (for ARRL Section Convention test session). For PAWA Sessions: South Portland, ME
- 2 – Test Date: Must be filled in. The date of the test session (example: 04-01-06)
- 3 – Candidate's signature: Must be signed by the candidate to be valid.
- 4 – Candidate's name: Must be filled in (as taken from the Form 605).
- 5 – Call sign: Must be filled in. If candidate does not have a call sign, indicate so by printing **None**.
- 6 – Address: Must be filled in (as taken from the Form 605).
- 7 – City: Must be filled in (as taken from the Form 605).
- 8 – State: Must be filled in (the state code as taken from the Form 605).
- 9 – Zip: Must be filled in (as taken from the Form 605).
- 10 – Three attending VEs must sign the document

11 – Circle ***only*** the Elements earned at the exam session. ***Line through*** the elements not earned. ***Please note***; if a candidate is taking multiple exams, do not complete this section until all exams are completed by the candidate.

12 – Circle ***only*** the New License Class Earned. ***Line through*** the license classes not earned. ***Please note***; if a candidate is taking multiple exams, do not complete this section until all exams are completed by the candidate.

13 – When signing the CSCE, the candidate should be informed as to how to check for the status of their license or upgrade (as outlined in this section). The candidate should also be informed that once the listing is made in the FCC database, the new license is in force and they do not have to wait for the paper license to arrive to begin using their new privileges.

The VE presenting the CSCE for the candidate's signature should ensure that the CSCE is made out completely before the candidate signs the CSCE and departs the exam session. If the CSCE is not correct, the CSCE is not valid and will have to redone.

Upon the candidate signing the CSCE, the VE will give the candidate the top (white) copy of the CSCE. The remainder of the CSCE will be placed in the appropriate candidate file folder.

NCVEC QUICK-FORM 605 APPLICATION FOR AMATEUR OPERATOR/PRIMARY STATION LICENSE

SECTION 1 - TO BE COMPLETED BY APPLICANT				
PRINT LAST NAME 1	SUFFIX	FIRST NAME 2	M.I. 3	STATION CALL SIGN (IF ANY) 4
MAILING ADDRESS (Number and Street or P.O. Box) 5			SOCIAL SECURITY NUMBER (SSN) or (FRN) FCC FEDERAL REGISTRATION NUMBER 6	
CITY 7	STATE CODE 8	ZIP CODE (5 or 9 Numbers) 9		E-MAIL ADDRESS (OPTIONAL) 10
DAYTIME TELEPHONE NUMBER (Include Area Code) OPTIONAL 11		FAX NUMBER (Include Area Code) OPTIONAL 12		ENTITY NAME (IF CLUB, MILITARY RECREATION, RACES)
13 — Type of Applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Amateur Club <input type="checkbox"/> Military Recreation <input type="checkbox"/> RACES (Modify Only)				CLUB, MILITARY RECREATION, OR RACES CALL SIGN
I HEREBY APPLY FOR (Make an X in the appropriate box(es))				SIGNATURE OF RESPONSIBLE CLUB OFFICIAL

- 14 — EXAMINATION for a **new** license grant CHANGE my mailing address to **above** address
- EXAMINATION for **upgrade** of my license class CHANGE my station **call sign** systematically
- CHANGE my **name** on my license to my new name Applicant's Initials: _____
- RENEWAL of my license grant.
- Former Name: _____
(Last name) (Suffix) (First name) (MI)

15 — Do you have another license application on file with the FCC which has not been acted upon? PURPOSE OF OTHER APPLICATION PENDING FILE NUMBER (FOR VEC USE ONLY)

- 16 — I certify that:
- I waive any claim to the use of any particular frequency regardless of prior use by license or otherwise;
 - All statements and attachments are true, complete and correct to the best of my knowledge and belief and are made in good faith;
 - I am not a representative of a foreign government;
 - I am not subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862;
 - The construction of my station will NOT be an action which is likely to have a significant environmental effect (See 47 CFR Sections 1.1301-1.1319 and Section 97.13(a)).
 - I have read and WILL COMPLY with Section 97.13(c) of the Commission's Rules regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65.

17 — Signature of applicant (Do not print, type, or stamp. Must match applicant's name above.)

X _____ Date Signed: _____

SECTION 2 - TO BE COMPLETED BY ALL ADMINISTERING VEs

18 — Applicant is qualified for operator license class:

NO NEW LICENSE OR UPGRADE WAS EARNED

TECHNICIAN Element 2

GENERAL Elements 1, 2 and 3

AMATEUR EXTRA Elements 1, 2, 3 and 4

DATE OF EXAMINATION SESSION 20
EXAMINATION SESSION LOCATION 21
VEC ORGANIZATION 22
VEC RECEIPT DATE

19 — I CERTIFY THAT I HAVE COMPLIED WITH THE ADMINISTERING VE REQUIREMENTS IN PART 97 OF THE COMMISSION'S RULES AND WITH THE INSTRUCTIONS PROVIDED BY THE COORDINATING VEC AND THE FCC.

1st VEs NAME (Print First, MI, Last, Suffix)	VEs STATION CALL SIGN	VEs SIGNATURE (Must match name)	DATE SIGNED
2nd VEs NAME (Print First, MI, Last, Suffix)	VEs STATION CALL SIGN	VEs SIGNATURE (Must match name)	DATE SIGNED
3rd VEs NAME (Print First, MI, Last, Suffix)	VEs STATION CALL SIGN	VEs SIGNATURE (Must match name)	DATE SIGNED

NCVEC Form 605

Items 1 through 9 – These must be filled in completely and must be printed legibly. Note; If you can't read Items 1 through 9, probably the ARRL VEC won't be able to either. About 1/3rd of the 605s filled out cannot be accurately read and error will result in the license issued by the FCC. If the Form 605 is not legible, ask the candidate to make out a new 605. If necessary, help them do it.

4 – If there is no Station Call, *None* should be entered.

6 – We cannot process the exam for the candidate without a Social Security Number or FCC Federal Registration Number.

Items 10 through 12 – These are optional items and need not be filled in. It is highly recommended that the candidate fill in item 11. This allows us to contact them if there are administrative errors at the test session.

13 – Type of Applicant. This check box should be *Individual*.

14 – Should be *Examination for a new license grant* for those with no license, *Examination for upgrade of my license class* for those ham upgrading. If a candidate check *Change my station call sign systematically*, the candidate must initial after Applicants Initials. This is not an application for a vanity call. A new call sign will be issued by the FCC systematically. The candidate should understand this.

15 – This must be filled in if the FCC has any other license application currently on file with the FCC.

Items 16 and 17 – The candidate must read item 16 and sign and date item 17

18 – Applicant is qualified for operator license class should be checked appropriately for the license class earned. *Please note*; if a candidate is taking multiple exams, do not complete this section until all exams are completed by the candidate.

19 – Three attending VEs must fill in and sign this section.

20 – The date of the exam session (example; 04-01-06)

21 – Examination Session Location: Must be filled in. For MARA Sessions: Topsham, ME (or Lewiston, ME (for ARRL Section Convention test session)). For PAWA Sessions: South Portland, ME

22 – VEC Organization: **ARRL VEC**

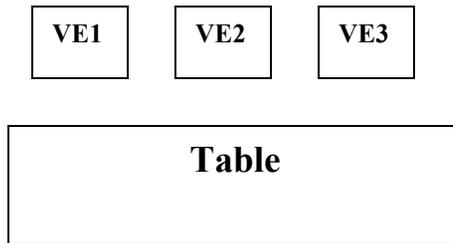
The Form 605 must be made out completely before the candidate departs the exam session. If the Form 605 is not correct, the Form 605 is not valid and will have to redone.

Place the completed 605 in the appropriate candidate file folder

CORRECTING PROCEDURES

The following pages cover the correcting procedures for from three to nine VEs in attendance.

Test Session correcting procedures (3 VEs)



VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Corrects exam (if exam is a definite pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to VE2 If a definite fail, passes folder to VE3

VE2: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to VE3

VE3: 1. Corrects exam 2. Fills in CSCE qualification area 3. Fills in 605 qualification, test site, test date and VEC. 4. Signs CSCE and 605 5. QCs CSCE and 605 6. Marks Candidate Roster 7. Stores folder 8. If fail, informs candidate 9. If pass, delivers CSCE to candidate for signature 10. Returns CSCE to folder 11. Passes template back to VE1

Test Session correcting procedures (4 VEs)



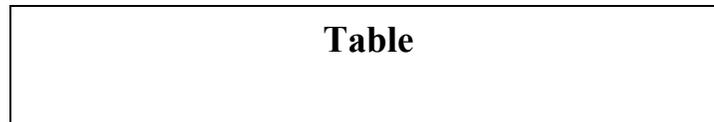
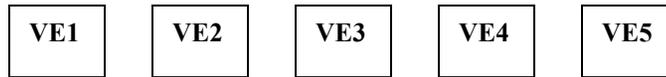
VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Corrects exam (if exam is a definite pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605 5. Passes folder to VE2 If a definite fail, passes folder to VE2

VE2: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to VE3

VE3: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to VE4 4. Passes template back to VE1

VE4: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and VEC. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Stores folder 6. If fail, informs candidate 7. If pass, delivers CSCE to candidate for signature 8. Returns CSCE to folder

Test Session correcting procedures (5 VEs)



VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Passes folder to **VE2**

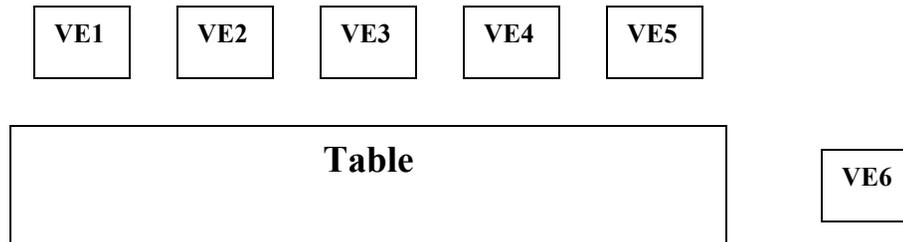
VE2: 1. Corrects exam 2. If exam is a definite pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to **VE3**. 3. If a definite fail, passes folder to **VE3**

VE3: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to **VE4**

VE4: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to **VE5** 4. Passes template back to **VE1**

VE5: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and VEC. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Stores folder 6. If fail, informs candidate 7. If pass, delivers CSCE to candidate for signature 8. Returns CSCE to folder

Test Session correcting procedures (6 VEs)



VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Passes folder to VE2

VE2: 1. Corrects exam 2. If exam is a definite pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to VE3. 3. If a definite fail, passes folder to VE6

VE3: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to VE4

VE4: 1. Corrects exam 2. Signs CSCE and 605 (if a pass) 3. Passes folder to VE5 4. Passes template back to VE1

VE5: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and VEC. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Passes folder to VE6

VE6: 1. If fail, informs candidate 2. If pass, delivers CSCE to candidate for signature 3. Returns CSCE to folder 4. Stores folder

Test Session correcting procedures (7 VEs)



Table

VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Passes folder to VE2

VE2: 1. Corrects exam 2. Passes folder to VE3

VE3: 1. Corrects exam 2. Passes folder to VE4

VE4: 1. Corrects exam 2. If exam is a pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to VE5. 3. If a fail, passes folder to VE7 4. Passes template back to VE1

VE5: 1. Signs CSCE and 605 2. Passes folder to VE6.

VE6: 1. Signs CSCE and 605 2. Passes folder to VE7.

VE7: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and VEC. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Stores folder 6. If fail, informs candidate 7. If pass, delivers CSCE to candidate for signature 8. Returns CSCE to folder

Test Session correcting procedures (8 VEs)



Table

VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Passes folder to **VE2**

VE2: 1. Corrects exam 2. Passes folder to **VE3**

VE3: 1. Corrects exam 2. Passes folder to **VE4**

VE4: 1. Corrects exam 2. Passes folder to **VE5** 3. Passes template back to **VE 1**

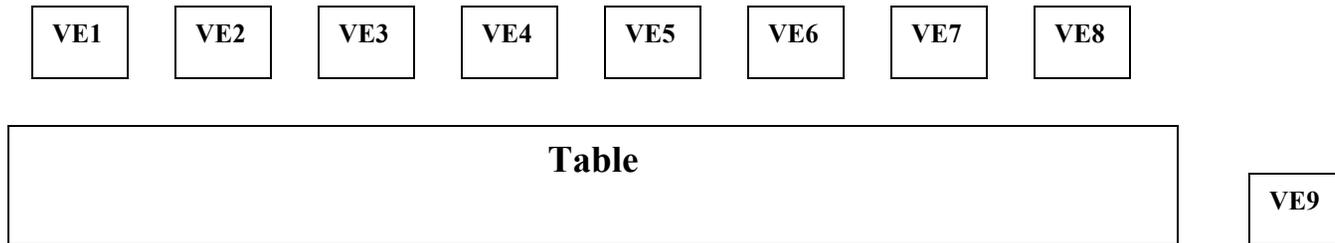
VE5: 1. If exam is a pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to **VE6**. 3. If a fail, passes folder to **VE8**

VE6: 1. Signs CSCE and 605 2. Passes folder to **VE7**.

VE7: 1. Signs CSCE and 605 2. Passes folder to **VE8**.

VE8: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and **VEC**. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Stores folder 6. If fail, informs candidate 7. If pass, delivers CSCE to candidate for signature 8. Returns CSCE to folder

Test Session correcting procedures (9 VEs)



VE1: 1. Matches exam to folder 2. Selects template 3. Keeps exam book 4. Passes folder to **VE2**

VE2: 1. Corrects exam 2. Passes folder to **VE3**

VE3: 1. Corrects exam 2. Passes folder to **VE4**

VE4: 1. Corrects exam 2. Passes folder to **VE5** 3. Passes template back to **VE1**

VE5: 1. If exam is a pass, fills in candidate's name and address on CSCE, signs CSCE, signs 605, passes folder to **VE6**. 3. If a fail, passes folder to **VE9**

VE6: 1. Signs CSCE and 605 2. Passes folder to **VE7**.

VE7: 1. Signs CSCE and 605 2. Passes folder to **VE8**.

VE8: 1. Fills in CSCE qualification area 2. Fills in 605 qualification, test site, test date and VEC. 3. QCs CSCE and 605 4. Marks Candidate Roster 5. Stores folder 6. If fail, informs candidate 7. If pass, delivers CSCE to candidate for signature 8. Returns CSCE to folder

VE9: 1. If fail, informs candidate 2. If pass, delivers CSCE to candidate for signature 3. Returns CSCE to folder