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| --- | --- |
| A picture containing clipart  Description automatically generated | MONTH DAY, YEARLocation, City, StateTesting at 9am and 2pm |
| W4CEC VE Team | List of VE’s and their role |

**Administering (GRADING) VEs:** (This is a roster of all those VE's below)

|  |  |  |
| --- | --- | --- |
| **Team “A”** | **Team “B”** | **Team “C” or is it “J”** |
| **1** |  | **4** |  | **7** |  |
| **2** |  | **5** |  | **8** |  |
| **3** |  | **6** |  | **9** |  |

 **Observing Applicants during exam:**

* All Attending VE’s

**Instructions to Applicants:**

* NAME <Call Sign>

**Exam Pickup from Applicants to Grading VEs:**

1. NAME <Call Sign>
2. NAME <Call Sign>
3. NAME <Call Sign>

**Running Session Manager:**

* NAME <Call Sign>

**Paperwork Validation:**

* NAME <Call Sign>

**605 and CSCE Signatories:**

|  |  |
| --- | --- |
| **🗸** | **Grading** **VE’s** sign 605 and CSCE |
|  |  **Same** **VE’s** sign 605 and CSCE |

**The Process, Page 1 of 2**

**The Process:**

1. **The Grading Tables:**
	1. There will be three Grading Tables: A, B, and C
	2. Three VE’s of Amateur Extra Class at each table
	3. If you, as a grading VE, possess the ARRL test grading templates, bring them with you. We use Templates 1 through 4 only.
	4. Each table will have a folder holder and the VE’s will work the tests from front to back.
2. **Test Movement:**
	1. The Exam pickup VE (General or Amateur Extra Class only) will pick up the exam from the test taker when they complete their exam and raise their hand.
	2. The VE will carry the test booklet to the Grading table and put it into the back of the pile.
	3. As tests are completed, bring test to the VE’s to grade, ensuring you are “spreading the wealth”
	4. The #1 grading VE will pick up a test and grade it. Annotate the number correct on the answer sheet, circle PASS or FAIL, initial and pass it to the next VE to grade.
	5. When the third VE grades and the number agrees, the VE will hand the folder to the Exam Pickup VE.
	6. If the applicant passes Technician or General, the Test Runner will congratulate them and ask if they would like to take the next exam.
		1. If they do, select the next test and a new answer key and bring it to the applicant. Leave the test folder with the applicant.
		2. If they pass Extra or decline the next exam, bring the test to the computer to have the results entered.
		3. The VE running Session Manager will print the 605 and the CSCE
	7. If the applicant does not pass the exam but are within 3 wrong answers “or so”, they can opt to take another exam of the same class.
		1. Bring the folder to the applicant and inform them they did not pass.
		2. Off to give them an alternate exam, different questions!
		3. If they would like to take another, select another exam and a new answer sheet and let them get started.
		4. If not, they are free to leave after speaking briefly to the person running Session Manager.

**The Process, Page 2 of 2**

1. **Paperwork Validation and Session Manager**
	1. The VE sitting on Paperwork Validation can be the same person running Session Manager
		1. It is recommended for large test session; this be three people. 1 running Session Manager and 2 validating paperwork.
	2. After the VE running Session Manager prints the 605 and the CSCE, the test runner will find the VE’s who graded the exam and get their signature.
	3. Once the VE’s have signed the paperwork, the Applicant needs to sign the documents.
		1. The Test Runner will bring the fully signed documents back to the Paperwork Validator
		2. If they are all correct, the VE will initial the upper right corner of the documents.
	4. The CSCE is then returned to the applicant and they are free to leave.
		1. The 605 goes into the test folder and placed on the completed pile.

1. **Simple Rules to live by**
	1. No talking during the exam, this includes random conversations by VEs
	2. No VE can be related in any way to an applicat in the exam.
	3. No applicant may get up to use the restroom or have a smoke. This disqualifies the applicant and their exam will be picked up and graded at that moment, and they will be asked to leave
	4. The room needs to be as quiet and comfortable (temperature, lights, distraction free) as possible