Pre-Testing Instructions

W4CEC VE Team

INSTRUCTIONS:

Thank you for furthering the hobby and fun of Amateur Radio by taking this exam to begin your trail or taking your upgrade exam. We, the W4CEC Volunteer Examiner Team, want you to know we appreciate the time and effort in diligently studying for the exam you are about to take. Also, please note there is *NO COST* for taking this exam through the Laurel VEC, and there will never be any cost involved.

Under normal circumstances, once you pass your exam and the information is turned in to the FCC, you "should" have your call sign or upgrade in the FCC ULS in a couple days. So, again, we thank the ***<<location sponsor>>*** for allowing us to use this fantastic facility. So, let's get to the pre-test instruction and get this show on the road!

1. Applicants must turn off all electronics, and **they may not be visible to the applicant during the exam.**
   a. Failure to comply will disqualify the applicant from further participation in this exam session.
2. Cell phones may not be used during the exam session. T*his includes the calculator built into the phone.*
   a. All phones must be powered off during the exam.
3. Smartwatches, Google Glass(s), and other smart media devices may not be in the exam area.
4. Suppose an applicant brings in their personal calculator.
   a. In that case, the VE team must inspect and verify there is nothing stored in the calculator's memory.
5. Marking the answer sheet
   a. Do not write in the test booklet. Instead, you have been provided an answer sheet to mark your responses to the questions.
      i. If your test booklet has marked answers or marks, please let us know, and a new test will be issued if necessary.
      ii. You never know if the correct answers were marked or not! 😊
      iii. Think about it. You are getting the exact same instructions. Would you trust the answers of someone who does not understand the instructions?
   b. You will also be provided a sheet of scrap paper for your use which needs to be turned in with your answer sheet, or you may use the back of your answer sheet as scrap paper if you wish.

6. Please use a pencil to fill in your answer sheet – **UNLESS YOU ARE VERY CONFIDENT** – this way, you can change your answer if necessary.
    a. DO NOT CIRCLE THE ANSWER. We use a template to grade the exam, and the circle will not be seen through the template.
    b. Fill in the bubble completely or make an X that is visibly in the correct bubble.

7. Retesting if you miss more than the maximum
    a. If you are within a few away from passing, you will have the option to take another, but different, exam. If you pass this second exam, you pass. Period.
    b. If you miss this second attempt, you will need to study and plan to take the exam at a different time.
8. Suppose you leave the exam area before turning in your completed exam for any reason, for example, a restroom or smoke break. In that case, you will turn in all exam materials and your test will be graded immediately as-is. In addition, you will be informed of the result.
9. Please remain silent during the exam session. If you finish quickly, find something to do that is silent. Respect the others who are testing. Silence needs to be maintained until all testing is completed. Hopefully, this goes for the VEs, also! 😊
10. When you finish your exam, raise your hand, and a VE will collect it and submit it for grading. You may leave the room **silently** at this time if you wish. It will take a few minutes to grade your exam.

Filling in the answer sheets
1. Fill in your name
2. The **control number is on your test packet's folder**; you should have it in front of you.
3. The exam number is the number on your test **in parentheses**
4. The element number is:
    a. Technician is Element #2
    b. General Element #3
    c. Extra is Element #4
5. Do not write in the large box on the left. That is for VE use only
6. Do not write in the box at the bottom right

PAPERWORK

1. NCVEC Form 605 (Printed out only after you pass the exam)
2. CSCE (Printed out after passing the exam)
3. Test Folder (Contains test, answer key, registration sheet, scrap paper)