

Laurel Amateur Radio Club (LARC)
Volunteer Examiner Coordinator (VEC)
Policies, Procedures and Instructions

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Change Sheet

Date	Action
31 Jan 2015	Renumbered bullets 6-10, in the basic document
31 Jan 2015	Modified the definition of “Applicant” and “Examinee” in Appendix 1
31 Jan 2015	Deleted the word “The” at the end of the last sentence in the definition of “Examination Certification” in Appendix 1
31 Jan 2015	Re-wrote the definition of “Examination Grading” in Appendix 1
31 Jan 2015	Corrected paragraph “b” of “Paperwork Upgrade” in Appendix 1
31 Jan 2015	Added “(“ in front of SSN in the definition of the NCVEC Form 605 in Appendix 1
31 Jan 2015	Deleted definition of “Personal Information” in Appendix 1
31 Jan 2015	Deleted a duplicate page in Appendix 3 (Former page 10)
31 Jan 2015	Replace “with” with “within” in bullet “d” in Appendix 3
31 Jan 2015	Corrected the spelling of “e.g.” in bullet “f” in Appendix 3
31 Jan 2015	Changed the spelling of “distracters” to “distractors” bullet “b.(5)”, Appendix 3,
31 Jan 2015	Changed the wording in bullet “a.” from “is” to “are” in Appendix 3
31 Jan 2015	Changed the wording in bullet “c.” from “an” to “a” in Appendix 3
31 Jan 2015	Re-wrote bullet 5 in Appendix 5
31 Jan 2015	Corrected the spelling of “notifying” to “notifying” in bullet “19”, in Appendix 5
2 March 2015	Deleted the reference to “Exam Session Manager (ESM)” in Appendix 1
2 March 2015	Added a reference to the definition of “CSCE” in Appendix 1
2 March 2015	Modified the definition of “FRN” in Appendix 1
2 March 2015	Modified the definition of “Paperwork Upgrade” in Appendix 1
2 March 2015	Modified the definition of “Registration” in Appendix 1
2 March 2015	Added information about CSCEs from other VECs and use of the FCCs ULS data Base and the Session Manager application to verify license information in Laurel VEC Supplemental Policy to §97.505 Element Credit in Appendix 3
2 March 2015	Modified the instructions in Laurel VEC Supplemental Policy to §97.509 Examinee Conduct in Appendix 3 regarding §97.509 (f)
2 March 2015	Modified the instructions in Laurel VEC Supplemental Policy to §97.511 Examinee Conduct in Appendix 3
2 March 2015	Modified the instructions for submitting VE Applications and providing information to the Laurel VEC in Laurel VEC Supplemental Policy to §97.525 Accrediting VEs in Appendix 3.
2 March 2015	Modified paragraph 1.g. in Appendix 4
2 March 2015	Modified paragraph 2.a.(5) in Appendix 4
2 March 2015	Modified paragraph 2.c. in Appendix 4
2 March 2015	Corrected line spacing in paragraph 3.b. in Appendix 4
2 March 2015	Modified paragraph 5.a., 5.a.(3) and added a Note in Appendix 4
2 March 2015	Modified paragraph 5.b.(2)(a) in Appendix 4
2 March 2015	Modified paragraph 5.e.(2)(c) and added (i)-(iii) in Appendix 4
2 March 2015	Modified paragraph 5.g and the related Note in Appendix 4

2 March 2015	Modified paragraph 5.h in Appendix 4
2 March 2015	Modified paragraph 6.a.(2) in Appendix 4
2 March 2015	Re-wrote paragraph 7 in Appendix 4
2 March 2015	Deleted paragraph 8.b. and re-numbered paragraphs in Appendix 4
2 March 2015	Modified paragraph 9.a.(1) in Appendix 4
2 March 2015	Added a "Note" to paragraph 10 in Appendix 4
2 March 2015	Modified paragraph 11.a.(4)(f) Note in Appendix 4
2 March 2015	Corrected and modified explanation of Response File date in paragraph 12.c in Appendix 4
2 March 2015	Modified paragraph 10. in Appendix 5
2 March 2015	Modified paragraph 21.a. in Appendix 5
2 March 2015	Created new paragraph 6 with updated information in Appendix 6

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1. Introduction

The Laurel Amateur Radio Club (LARC) Volunteer Examiner Coordinator (VEC) hereafter referred to as the “Laurel VEC”, is one of 14 VECs that have entered into an agreement with the Federal Communications Commission (FCC) to serve as a VEC. While each VEC might share common goals, their policies, procedures and instructions on how to achieve those goals will vary between the VECs.

The policies, procedures and instructions of the Laurel VEC are unique to the Laurel VEC. Only by coincidence may any or all other VECs have policies, procedures and instructions that are similar or exactly the same.

Similarly, the policies of any other VEC (e.g., ARRL, W5YI, etc.) do not apply to the Laurel VEC, its Regional Coordinators or accredited VEs.

The policies, procedures and instructions of the Laurel VEC augment but do not diminish the authority or the requirements of the rules and regulations of the FCC.

The mission of the Laurel VEC, is to:

- a. Coordinate amateur radio license exam sessions scheduled and conducted by teams of Volunteer Examiners (VE) accredited by the VEC.
- b. Provide policies, procedures, and instructions to ensure that all exam-related activities are conducted in accordance with the applicable rules and regulations of the FCC, and
- c. Maintain the value and integrity of the Volunteer Examiner program.

This document and its appendices establish the policies, procedures and instructions of the Laurel VEC, are necessary to accomplish its mission and are applicable to all Volunteer Examiners (VE) accredited by the Laurel VEC.

All Volunteer Examiners (VE) accredited by the Laurel VEC must comply with the policies, procedures and instructions contained herein and the rules of the FCC.

Failure to comply with the policies, procedures and instructions of the Laurel VEC and the rules of the FCC, could result in the offending VE(s) being disaccredited as a VE by the Laurel VEC and/or referral to the FCC for further action which could result in the suspension or revocation of the VEs license, fines and other penalties that the FCC might deem appropriate.

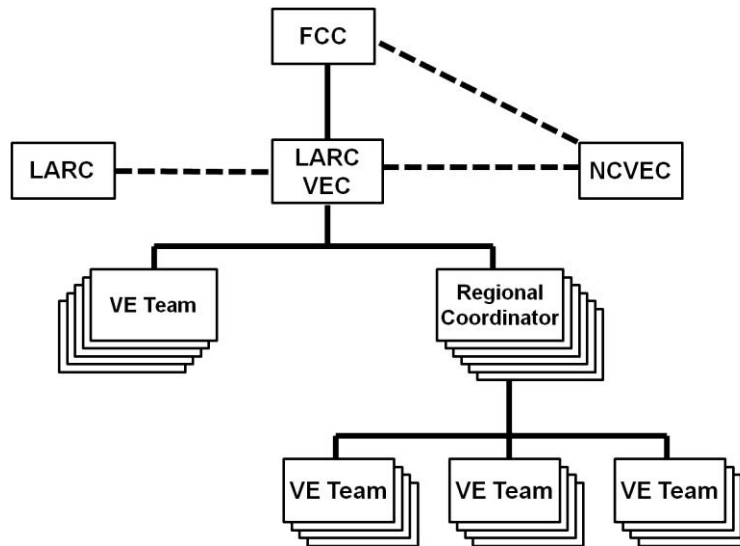
Questions, comments and recommended changes may be sent to the Chairman of the Laurel VEC.

2. Definitions – See Appendix 1

3. References – See Appendix 2

4. Organization - The Laurel VEC is sponsored by Laurel Amateur Radio Club of Laurel, Maryland and is managed by a Chairman.

- a. The Chairman of the Laurel VEC is appointed by the Laurel Amateur Radio Club, serves as the point of contact with the FCC and is responsible for all aspects of the Laurel VEC.
- b. The Laurel VEC is a member of the NCVEC but also operates as an independent VEC.
- c. There are also Regional Coordinators who are appointed by the Chairman. These Regional Coordinators assist the VEC Chairman by recruiting and managing Teams of VEs within a VEC Region assigned by the Laurel VEC. Regional Coordinators are VEs accredited by the Laurel VEC whose experience and depth of knowledge are considered beneficial to the mission of the Laurel VEC. Regional Coordinators upload the results of Laurel VEC coordinated exam sessions to the FCC and provide feedback to the Team Leaders.
- d. There are also Team Leaders. Team Leaders are Laurel VEC-accredited VEs who are appointed or elected by the organization that sponsors the Team and who hold an Amateur Extra Class license. The Team Leader conducts all transactions between his/her team and the LARC-VEC Chairman, Regional Coordinator or alternate. Additional Team Leader responsibilities are described in Appendix 5.
- e. VE Teams perform all activities related to amateur radio license exams at the direction of and under the supervision of the Team Leader and in accordance with the policies, procedures and instructions of the Laurel VEC and the applicable rules of the Federal Communications Commission.
- f. Laurel VEC-affiliated VE Teams are responsible for the following:
- (1) Scheduling and conducting exam sessions
 - (2) Providing an annual exam schedule and updates as required
 - (3) Assuming responsibility for all costs related to conducting amateur radio license exam sessions.
 - (4) Preparing written exams
 - (5) Conducting exam sessions
 - (6) Performing post-exam activities – See Appendix 3
- g. Team Leaders in areas under the management of a Regional Coordinator report directly to their Regional Coordinator who reports to the Laurel VEC Chairman. The Laurel VEC seeks additional potential Regional Coordinators as appropriate. Teams in areas where a Regional Coordinator position has not yet been established report directly to the Chairman.
- h. A list of current Regional Coordinators and their contact information can be found on the Laurel VEC website: <http://larcmd.org/vec/index.php?pg=contact>
- i. The Laurel VEC examining system is unique in that it is comprised of local Teams that administer the examinations to the examinees. Each Team has a Team Leader and may also have a deputy, each of whom must be an Amateur Extra class licensee and who report to the Regional Coordinator for the applicable VEC Region. Through these strong person-to-person accountability trail lines, attempting to cheat is made very difficult.
- j. The organization structure and relationships of the Laurel VEC is shown in the image below:



5. Supplemental VEC Policy to Part 97, Subpart F – See Appendix 3

6. Laurel VEC Policies, Procedures, and Instructions – See Appendix 4

7. Team Leader Responsibilities – See Appendix 5

8. Laurel VEC Website – See Appendix 6

9. Required and Optional VEC Forms – See Appendix 7

10. Summary

Volunteer Examiners provide an invaluable service to the radio amateur community. The Laurel VEC takes great pride in providing this service free of charge. Since its inception in 1984, the Laurel VEC has never charge a fee for its services.

We only get one chance to make a first impression. We are the “face of amateur radio” for most people who arrive to take their first amateur radio exam and we should do everything possible to make them feel comfortable. A kind greeting to each applicant, accompanied with a smile will go a long way to shake off some of the nervousness newcomers and old timers experience before an exam.

We should pride ourselves in being “*user friendly*”. Before or after an applicant has completed the registration phase, introduce yourself and engage them in light conversation. Ask about their amateur radio experience, why they want to become a ham, how long have they been licensed, etc. Talking to someone else is a great way for the applicant to reduce the amount of stress he/she may be experiencing.

Everything each of us does during an exam session reflects upon all of us. Each Laurel VEC certified VE must perform his/her duties in a dedicated, courteous and professional manner throughout the exam session.

Each VE must perform his/her duties fairly, honestly, and accurately without favor or prejudice. Nothing we do individually or collectively should give the perception that we are doing otherwise.

Only the Chairman of the Laurel VEC may grant waivers or exceptions to the policies, procedures and instructions contained herein.

Appendix 1

Definitions

Administering VEs	The Volunteer Examiners (VEs) who administer amateur radio license exams. The administering VEs perform the various tasks associated with conducting an exam session including registration, administering exams, grading exams and certifying that the applicant or examinee is qualified for a license grant.
Applicant	A person who shows up to take an exam or submit administrative actions related to amateur radio licensing. Interchangeable with “examinee”
Certifying VEs	The three administering VEs who sign the applicants’ Certificate of Successful Completion of Examination (CSCE) and the NCVFC Form 605 certifying an “examinee” has passed an examination element and if appropriate, has qualified for the license grant indicated on the CSCE and the NCVFC Form 605.
Control Number	An optional unique one-up serial number assigned to each applicant. The control number is a management tool for tracking an applicant’s paperwork to ensure it does not get misplaced.
CSCE	Certificate of Successful Completion of Examination. Each examinee who passes an exam element will receive a CSCE signed by three certifying VE. The CSCE indicates the element(s) passed and the new class of license if appropriate. A CSCE is valid for 365 days from the date of issue for the purpose of upgrading an existing license. Note: See Laurel VEC Supplemental Policy to §97.505 Element Credit, paragraph 3-5 for specific guidance.
Examination Certification	A task performed by three Certifying VEs. The certifying VEs (Administering VEs who observed the examinee throughout the examination) by their signatures on the NCVFC Form 605 and the CSCE, certify that the examinee has passed an examination element and if appropriate, has qualified for the license grant indicated on the NCVFC Form 605 and the CSCE.
Examination Grading	A task performed by three administering VEs. These VEs may or may not be the same VEs who monitor the examinees during the examination.
Examinee	A person who shows up to take an exam or submit administrative actions related to amateur radio licensing. Interchangeable with “applicant”
FCC	Federal Communications Commission.

FRN	<p>Federal Communications Commission (FCC) Registration Number.</p> <p>The FRN must be used in lieu of a Social Security Number (SSN) for all licensed applicants or it will generate an error such as: <i>“8010 FRN and callsign[sic] are required for a Modification or Renew Modification”</i>.</p> <p>When such an error is received, the application will not be processed by the FCC until a FRN associated with the applicant’s call sign is entered.</p> <p>Alien applicants who do not have a SSN must acquire a FRN before their exam results can be submitted to the FCC.</p>
NCVEC	<p>The NCVEC is a not-for-profit voluntary association, with membership comprised of the various Federal Communications Commission (FCC) certified Volunteer Examiner Coordinators (VECs).</p>
NCVEC Form 605	<p>The Application form used to collect information about an examinee. It requires the examinee to provide a mailing address and either a Social Security Number (SSN) or FCC Registration Number (FRN). This document is signed by three certifying VEs and is forwarded to the VEC by the VE Team Leader. Not to be confused with FCC Form 605.</p>
Paperwork Upgrade	<p>This is an upgrade of an existing license which does not require the applicant to pass an exam. There are two basic scenarios that would result in a “paperwork” upgrade:</p> <p>a. A licensed applicant shows up with a CSCE indicated he/she passed an element for a higher class of license but did not earn an upgrade for valid reasons not indicated on the CSCE.</p> <p>Example: An applicant who has a Tech license shows up with a valid, unexpired CSCE indicating he/she passed Element 3 but did not earn a General License.</p> <p>b. A licensed applicant shows up with an FCC or VEC approved exam element credit from a previously expired license. The applicant will be awarded credit for the applicable exam element(s) which would result in an upgrade to General or Amateur Extra Class without having to take an exam hence the reference to a “paperwork upgrade”.</p> <p>Example: A Technician class licensee arrives with an expired Advanced Class license which gives him/her “grandfathered” element credit for the Element 3 exam.</p> <p>In both examples, the Certifying VEs would prepare and sign a new NCVEC Form 605 and a CSCE indicating the new license class the applicant had earned.</p>
Question Set	<p>The set of questions that make up an amateur radio license exam.</p>

<p style="text-align: center;">Region Coordinator or Regional Coordinator</p>	<p>A Laurel VEC accredited VE appointed by the VEC Chairman to represent the VEC within a VEC Region.</p> <p>The Regional Coordinator works with the VE Teams within his/her VEC Region to provide guidance, assistance and to upload the exam session result to the FCC.</p> <p>A list of current Regional Coordinators and their contact information can be found on the Laurel VEC website:</p> <p>http://larcmd.org/vec/index.php?pg=contact</p>
<p>Registration</p>	<p>A task performed prior to the start of an exam session. During registration, the examinee is required to:</p> <ul style="list-style-type: none"> a. Complete the NCVEC Form 605 and other forms as applicable. b. Provide photographic identification c. Provide, if licensed, his/her original current license, or a "Reference Copy" or an "Official Copy" from the FCC's ULS website of his/her current license. Note: See Laurel VEC Supplemental Policy to §97.505 Element Credit in paragraph 2.f. in Appendix 3 for additional guidance. d. Provide original versions of any element credits (CSCE, old license, FCC letter, etc.) and a copy of each. <p><i>While some of the registration process can be performed by non-licensed persons, the applicant's ID, license and any supporting documentation must be checked by VEs.</i></p>
<p>Session Manager</p>	<p>The VE in charge of the exam session. Also referred to as the Team Leader.</p>
<p>"SessionManager"</p>	<p>A software application used to prepare exam session information and results for uploading to the FCC data base. This application will replace the earlier "Exam Session Manager" application.</p>
<p>Support Personnel</p>	<p>Unlicensed and licensed hams who are not eligible to be a VE (Under the age of 18, Novice and Technician licensees) or who are eligible but not yet certified (General, Advanced or Amateur Extra) but help with the exam session in a very limited and closely supervised role.</p>
<p>Volunteer Examiner (VE)</p>	<p>An amateur radio operator who volunteers his/her time and talent and is certified by a Volunteer Examiner Coordinator (VEC) to prepare and administer amateur radio operator license examinations.</p>

<p>Volunteer Examiner Coordinator (VEC)</p>	<p>Volunteer Examiner Coordinator – An organization that exists for the purpose of furthering the amateur service; is capable of serving as a VEC in at least the VEC region proposed; and has entered into a written agreement with the FCC to coordinate examinations for any class of amateur operator license. There are currently 14 VECs.</p>
<p>Team Leader</p>	<p>The VE in charge of the VE Team. This person volunteers to be the Team Leader and is appointed by to the position by a sponsoring organization (i.e. radio club). The VE Team Leader serves as the interface for the VE Team with the sponsoring club and the VEC. Interchangeable with “Session Manager”.</p>

Appendix 2

References

The following documents, of most recent date of issue, are applicable to policies, procedures and instructions of the Laurel VEC. Except where specifically noted herein, when conflict exists between this document and one or more of the following documents, the provisions of the following documents take priority. In other words, nothing contained in the policies, procedures and instructions of the Laurel VEC shall diminish the authority of the documents listed below.

Except as noted in the documents below, the policies, procedures and instructions of the Laurel VEC are unique to the Laurel VEC. Only by coincidence may any or all other VECs have policies, procedures and instructions that are similar or exactly the same.

Similarly, the policies of other VECs (e.g., ARRL, W5YI, etc.) are unique to them and do not apply to the Laurel VEC except as noted in the documents below.

1. Communications Act of 1934, as amended.

2. Code of Federal Regulations ("47 CFR"):

Part 0 Commission Organization;

Part 1 Practice and procedure;

Part 2 Frequency allocations and radio treaty matters; general rules and regulations;

Part 17 Construction, marking and lighting of antenna structures;

Part 97 Amateur radio service;

Part 214 Procedures for the Use and Coordination of the Radio Spectrum During a Wartime Emergency.

3. FCC-issued Public Notices applicable to the Amateur Radio Services and to the VEC system.

Appendix 3

VEC Supplemental Policies, Procedures and Instructions CFR Title 47, Part 97, Subpart F

This document establishes policies, procedures and instructions of the Laurel Amateur Radio Club (LARC) Volunteer Examiner Coordinator (VEC) – hereafter referred to as the Laurel VEC. The instructions and policies contained herein are applicable to all Volunteer Examiners (VE) accredited by the Laurel VEC.

The principal statutory authority for amateur radio license exams is CFR Title 47, Part 97, Subpart F and is the foundation of the Laurel VEC policies regarding activities related to the amateur radio licensing system. The policies, procedures and instructions of the Laurel VEC supplement but do not diminish or supersede the authority of CFR Title 47, Part 97, Subpart F – hereafter referred to as “Part 97”.

Each of the 14 VECs adheres to the rules contained in Part 97. Several, if not all VECs, have additional rules, policies, procedures and instructions for preparing and administering amateur radio license exams. Some of these may be common among all VECs while others are unique to a specific VEC. The policies, procedures and instructions in this document apply to VEs accredited by the Laurel VEC.

Each VE who works at an exam session coordinated by the Laurel VEC agrees to work under the guidance and direction of the Laurel VEC.

Each Laurel VEC-accredited VE, individually and collectively as a member of a Team, is expected to comply with these instructions and policies and Part 97 while preparing, administering and processing an examination coordinated by the Laurel VEC.

Failure to comply with the FCC rules and/or the instructions and policies of the Laurel VEC may result in being suspended or dis-accredited as a VE with the Laurel VEC; having your license suspended or revoked and other penalties as deemed appropriate by the FCC.

Questions about the policies, procedures and instructions described in this document may be referred to the applicable Regional Coordinator and or to the Chairman of the Laurel VEC.

Recommendations to add to, delete from or modify these instructions and policies may be sent directly to the Chairman of the Laurel VEC through the applicable team leader.

CFR Title 47, Part 97, Subpart F

In this appendix the policies, procedures and instructions of the Laurel VEC are added as supplements to Part 97, Subpart F. They are identified with a red border. The Laurel VEC policies, procedures and instructions supplement but do not diminish the rules of Part 97, Subpart F.

§97.501 Qualifying for an amateur operator license.

Each applicant must pass an examination for a new amateur operator license grant and for each change in operator class. Each applicant for the class of operator license grant specified below must pass, or otherwise receive examination credit for, the following examination elements:

- (a) Amateur Extra Class operator: Elements 2, 3, and 4;
- (b) General Class operator: Elements 2 and 3;
- (c) Technician Class operator: Element 2.

Laurel VEC Supplemental Policy to §97.501 Qualifying for an amateur operator license

1. Applicants may take any exam element in any order, at their discretion.
2. Applicants do not have to pass one exam element before starting another exam.
3. Applicants may take a break between exam elements.
4. Applicants may request a large print exam without proof of visual impairment.
5. Applicant may request to have their exam read to them. See Appendix 4 - Policies, Procedures, and Instructions for further guidance.
6. If any applicant leaves the examination area for any reason (e.g. bathroom break, smoke break, etc.) before completing his/her exam, the applicant's exam will be immediately graded and the applicant will be informed of the result.
7. If an applicant fails an exam element, Teams are not required to offer a retest to the applicant.
8. The decision to offer retests is left up to the Teams. Teams may consider factors such as the length of time a facility is available for exams, the number of applicants and the number of available VEs, etc., when deciding whether to offer retests or not.
9. Teams may set a "standard" for retesting (e.g., Applicants may only miss 10-12 questions on the Element 2 and Element 3 exams and only 14-17 questions on the Element 4 exam; Number of attempts to pass an exam element, etc.)

§97.503 Element standards.

A written examination must be such as to prove that the examinee possesses the operational and technical qualifications required to perform properly the duties of an amateur service licensee. Each written examination must be comprised of a question set as follows:

- (a) Element 2: 35 questions concerning the privileges of a Technician Class operator license. The minimum passing score is 26 questions answered correctly.
- (b) Element 3: 35 questions concerning the privileges of a General Class operator license. The minimum passing score is 26 questions answered correctly.
- (c) Element 4: 50 questions concerning the privileges of an Amateur Extra Class operator license. The minimum passing score is 37 questions answered correctly.

§97.505 Element credit.

(a) The administering VEs must give credit as specified below to an examinee holding any of the following license grants:

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

(b) The administering VEs must give credit to an examinee holding a CSCE for each element the CSCE indicates the examinee passed within the previous 365 days.

Laurel VEC Supplemental Policy to §97.505 Element Credit

1. An applicant must already be licensed or pass the Element 2 exam in order to receive the “grandfathered” Element credit(s) listed in **§97.505 (a)**, above.
2. Teams may use any of the following documents as proof that an applicant is authorized to receive credit for an exam element:
 - a. An original expired or photocopy of an expired license.
 - b. A letter from the FCC indicating the applicant had previously been granted a specific class of license and the date of the license grant (e.g., a specific date or a statement that includes “...prior to 21 March 1987”).
 - c. A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license.

d. A CSCE that indicates the applicant passed one or more exam elements within the previous 365 days. An expired CSCE is not acceptable proof for any Element credit.

e. A printed reference copy of an expired and cancelled license from the FCC's ULS website that indicates the applicant was previously granted a General, Advanced or Amateur Extra class license.

f. Teams may verify an applicant's current license (e.g., Call sign, expiration date, license class, etc.) by accessing the FCC's ULS website or using the Session Manager application during the Registration process of the exam session.

3. Should an applicant attend a Laurel VEC coordinated exam session and provide a CSCE from another VEC's coordinated exam session (or even a Laurel VEC coordinated session), Laurel VEC affiliated teams will do the following:

a. Teams will process the applicant's application, retain a copy of the other VEC's (Or Laurel VEC's) CSCE and permit him/her to take one or more exam elements as requested.

b. If the applicant is successful, a Laurel VEC CSCE will be prepared indicating the exam element(s) passed, the license earned and signed by three Certifying VEs.

c. The Team Leader will explain to the applicant that the Laurel VEC cannot immediately process the applicant's application until the other VEC (or Laurel VEC VE Team) acts on the applicant's previous application and the applicant may not use his/her new privileges until that is done. When the previous application is accepted by the FCC the results of the Laurel VEC coordinated exam session will be uploaded to the FCC data base.

d. Team Leaders will take no further action on the application.

e. The application will not be processed using Session Manager.

f. The Team Leader will identify the applicant's paperwork (e.g., attach a "sticky note or flag", attach a note explaining the details, etc.) and include the application with the rest of the session paperwork when it is mailed to the Regional Coordinator or the VEC as appropriate.

g. The Team Leader will notify his/her Regional Coordinator and the Chairman of the Laurel VEC via e-mail of the situation.

5. Upon receipt of the session package...

a. The Regional Coordinator will locate the specific application in the exam session paperwork.

b. The Regional Coordinators will query the ULS Data base to determine the status of the applicant's application (e.g., new license or upgrade granted) using the

applicant's name, call sign or FRN, as appropriate.

c. If the Regional Coordinator sees no results in the ULS data base 15 days following the date of the other VEC's exam session, he/she will coordinate with the Laurel VEC to resolve the issue with the other VEC. Regional Coordinators are authorized to contact the appropriate VEC and query the status of the pending application.

d. If the Regional Coordinator sees no results in the ULS data base 7 days following the date of a Laurel VEC coordinated exam session, he/he will contact the applicable Team Leader and Regional Coordinator, if applicable, and reach an agreeable solution for uploading the previous and current exam session results for the applicant in the most timely manner.

e. Once it is determined that the other VEC has uploaded the applicant's previous application for a new license or upgrade of an existing license, then the Regional Coordinator will submit the application from the Laurel VEC coordinated exam session using Session Manager.

5. Once the delayed application has been processed it will be forwarded to Laurel VEC separately or with the rest of the applicable session package as appropriate

6. No other form of documentation is acceptable unless specifically approved by the VEC Chairman.

§97.507 Preparing an examination.

(a) Each written question set administered to an examinee must be prepared by a VE holding an Amateur Extra Class operator license. A written question set may also be prepared for the following elements by a VE holding an operator license of the class indicated:

(b) Each question set administered to an examinee must utilize questions taken from the applicable question pool.

(3) Each written question set administered to an examinee for an amateur operator license must be prepared, or obtained from a supplier, by the administering VEs according to instructions from the coordinating VEC.

Laurel VEC Supplemental Policy to §97.507 Preparing an examination

1. Team Leaders will use the Laurel VEC on-line tool called "Exam Generator" to create license exams. This tool allows Teams to create multiple versions of each class of exam in a normal sized font and in a much larger font. Exams can be created in a pdf format or in a text format.

2. When a Team Leader generates exams using Laurel VEC software (e.g., Exam Generator) and the most recent question pool data files issued by Laurel VEC, the requirements of this Section will be met.

3. Team Leaders who choose to manually create exams must do so within the guidance provided below.

a. Each exam administered to an examinee must use questions taken from the applicable question pool maintained by the VECs.

b. Each exam must be obtained from the Laurel VEC or must be prepared by the Team Leader, his or her deputy or a designated and qualified Team member according to the following instructions.

(1) The questions for each class of license exam must be selected by Team members holding an operator license of the class indicated:

- (a) Element 2 exam – Amateur Extra, Advanced or General Class operator;
- (b) Element 3 exam – Amateur Extra or Advanced Class operator;
- (c) Element 4 exam – Amateur Extra

(2) For each exam, one question must be selected from each sub-element in the pool unless otherwise directed by the VEC Chairman.

(3) The Team may select, or decline to select, any specific pool question.

(4) No VE Team may alter the wording of any question in any VEC approved question pool or any answers approved and provided by the LARC VEC.

(5) All exams will consist of a specified number of questions and each question will have four possible answers (i.e., distractors) whether the exam is created manually or by Laurel VEC provided software except as noted below.

(6) Teams are permitted to create “fill in the blank” exams in order to accommodate an applicant with a disability. They must use questions from the question pool but instead of providing four choices let the applicant write in the correct answer.

(7) Teams must create answer keys for exams they create manually. The position of the distractors may be manipulated to allow the correct answers to match an existing answer key.

4. No exam that has been compromised or thought to have been compromised may be administered to any applicant/examinee. These exams must be physically destroyed and removed from computer storage devices.

§97.509 Administering VE requirements.

(a) Each examination for an amateur operator license must be administered by a team of at least 3 VEs at an examination session coordinated by a VEC. The number of examinees at the session may be limited.

Laurel VEC Supplemental Policy to §97.509 Administering VE requirements

Teams may limit the number of applicants who may participate in an exam session due to the size of the facility, time constraints on use the facility, availability of VEs, or any combination thereof. In cases where the team chooses to limit the number of applicants, pre-registration must be a requirement.

(b) Each administering VE must:

- (1) Be accredited by the coordinating VEC;
- (2) Be at least 18 years of age;
- (3) Be a person who holds an amateur operator license of the class specified below:
 - (i) Amateur Extra, Advanced or General Class in order to administer a Technician Class operator license examination;
 - (ii) Amateur Extra or Advanced Class in order to administer a General Class operator license examination;
 - (iii) Amateur Extra Class in order to administer an Amateur Extra Class operator license examination.
- (4) Not be a person whose grant of an amateur station license or amateur operator license has ever been revoked or suspended.

(c) Each administering VE must observe the examinee throughout the entire examination. The administering VEs are responsible for the proper conduct and necessary supervision of each examination. The administering VEs must immediately terminate the examination upon failure of the examinee to comply with their instructions.

Laurel VEC Supplemental Policy to §97.509 Administering VE requirements

1. The Laurel VEC does not permit remote monitoring of an exam session therefore, the administering VEs must be present in the room while applicants are taking exams and they must observe them at all times while they are taking exams.
2. The administering VEs may not read books, magazines, newspapers, use electronic devices such as a cell phone, tablet or any other device. The administering VEs may not engage in conversation with anyone including applicants or other VEs unless it is in the performance of their duties.

(d) No VE may administer an examination to his or her spouse, children, grandchildren, stepchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews, and in-laws.

Laurel VEC Supplemental Policy to §97.509 Administering VE requirements

1. To avoid the appearance of any conflict of interest, favoritism by reason of relationship, companionship, inappropriate behavior, etc., any VE accredited by the Laurel VEC **may not participate in any capacity during an exam session** coordinated by the Laurel VEC in which any family member listed above or anyone who lives in the same household as the VE, is taking an amateur radio license exam.
2. It is permissible for the VE to attend the session but he/she may not participate.
3. It is permissible for a person who teaches a licensing class to serve as a VE for students who attended the class.

(e) No VE may administer or certify any examination by fraudulent means or for monetary or other consideration including reimbursement in any amount in excess of that permitted. Violation of this provision may result in the revocation of the grant of the VE's amateur station license and the suspension of the grant of the VE's amateur operator license.

(f) No examination that has been compromised shall be administered to any examinee.

Laurel VEC Supplemental Policy to §97.509 Administering VE requirements

The same question set (i.e., exam) may not be re-administered to the same examinee who fails the exam during the exam session or during a subsequent exam session conducted by the same VE Team the same day.

(g) [Reserved]

(h) Upon completion of each examination element, the administering VEs must immediately grade the examinee's answers. For examinations administered remotely, the administering VEs must grade the examinee's answers at the earliest practical opportunity. The administering VEs are responsible for determining the correctness of the examinee's answers.

(i) When the examinee is credited for all examination elements required for the operator license sought, 3 VEs must certify that the examinee is qualified for the license grant and that the VEs have complied with these administering VE requirements. The certifying VEs are jointly and individually accountable for the proper administration of each examination element reported. The certifying VEs may delegate to other qualified VEs their authority, but not their accountability, to administer individual elements of an examination.

(j) When the examinee does not score a passing grade on an examination element, the administering VEs must return the application document to the examinee and inform the examinee of the grade.

(k) The administering VEs must accommodate an examinee whose physical disabilities require a special examination procedure. The administering VEs may require a physician's certification indicating the nature of the disability before determining which, if any, special procedures must be used.

(l) The administering VEs must issue a CSCE to an examinee who scores a passing grade on an examination element.

(m) After the administration of a successful examination for an amateur operator license, the administering VEs must submit the application document to the coordinating VEC according to the coordinating VEC's instructions.

Laurel VEC Supplemental Policy to §97.509 Administering VE requirements

1. Within seven days following an exam session the Team Leader will forward the exam session paperwork to the applicable Regional Coordinator.
2. Once a month, Regional Coordinators will forward all accumulated session packages received at that point to the VEC Chairman.

§97.511 Examinee conduct.

Each examinee must comply with the instructions given by the administering VEs.

Laurel VEC Supplemental Policy to §97.511 Examinee conduct

1. Unless the applicant demonstrates to the VE Team that the device is turned off and is not visible to the applicant during the exam, applicants may not have in their possession any electronic devices while taking an exam. If an applicant brings a personal calculator it must be checked and approved by a member of the VE Team.
2. Prohibited items include but are not limited to the following:
 - Cell phones
 - Tablets
 - Smart Watches
 - Google Glass
 - Earbuds
3. The Team Leader must immediately terminate the examination upon failure of the examinee to comply with the instructions of the Team or individual VE.
4. The applicant's exam will not be graded and his/her paperwork will be returned to him/her without further action.

§97.513 VE session manager requirements.

(a) A VE session manager may be selected by the VE team for each examination session. The VE session manager must be accredited as a VE by the same VEC that coordinates the examination session. The VE session manager may serve concurrently as an administering VE.

(b) The VE session manager may carry on liaison functions between the VE team and the coordinating VEC.

(3) The VE session manager may organize activities at an examination session.

Laurel VEC Supplemental Policy to §97.513 VE session manager requirements

1. Team Leaders are Laurel VEC-accredited VEs who are appointed or elected by the organization that sponsors the Team and who hold an Amateur Extra Class license.
2. The Team Leader conducts all transactions between the Team and the LARC-VEC Chairman, Regional Coordinator or alternate.
3. Team Leader responsibilities are described in Appendix 5.

§§97.515-97.517 [Reserved]

§97.519 Coordinating examination sessions.

(a) A VEC must coordinate the efforts of VEs in preparing and administering examinations.

(b) At the completion of each examination session, the coordinating VEC must collect applicant information and test results from the administering VEs. The coordinating VEC must:

(1) Screen collected information;

(2) Resolve all discrepancies and verify that the VEs' certifications are properly completed; and

(3) For qualified examinees, forward electronically all required data to the FCC. All data forwarded must be retained for at least 15 months and must be made available to the FCC upon request.

(c) Each VEC must make any examination records available to the FCC, upon request

(d) The FCC may:

(1) Administer any examination element itself;

(2) Re-administer any examination element previously administered by VEs, either itself or under the supervision of a VEC or VEs designated by the FCC; or

(3) Cancel the operator/primary station license of any licensee who fails to appear for re-administration of an examination when directed by the FCC, or who does not successfully complete any required element that is re-administered. In an instance of such cancellation, the person will be granted an operator/primary station license consistent with completed examination elements that have not been invalidated by not appearing for, or by failing, the examination upon re-administration.

§97.521 VEC qualifications.

No organization may serve as a VEC unless it has entered into a written agreement with the FCC. The VEC must abide by the terms of the agreement. In order to be eligible to be a VEC, the entity must:

- (a) Be an organization that exists for the purpose of furthering the amateur service;
- (b) Be capable of serving as a VEC in at least the VEC region (see appendix 2) proposed;
- (c) Agree to coordinate examinations for any class of amateur operator license;

(d) Agree to assure that, for any examination, every examinee qualified under these rules is registered without regard to race, sex, religion, national origin or membership (or lack thereof) in any amateur service organization;

§97.523 Question pools.

All VECs must cooperate in maintaining one question pool for each written examination element. Each question pool must contain at least 10 times the number of questions required for a single examination. Each question pool must be published and made available to the public prior to its use for making a question set. Each question on each VEC question pool must be prepared by a VE holding the required FCC-issued operator license. See §97.507(a) of this part.

Laurel VEC Supplemental Policy to §97.523 Question pools

1. When the Question Pool Committee of the National Conference of Volunteer Examiner Coordinators announces that a new question pool is being developed, all Laurel VEC-accredited VEs are encouraged to write and submit questions for inclusion in the question pools. VEs have the option to correspond directly with the QPC or through the Laurel VEC.
2. The Laurel VEC will review and consolidate all recommended changes received and will submit them to the Chair of the Question Pool Committee.
3. Each VE submitting changes must hold an amateur operator license grant of the following Class for the applicable exam element:
 - a. For Element 2 questions the VE must hold an Amateur Extra Class, Advanced Class, or General Class license;
 - b. For Element 3 questions the VE must hold an Amateur Extra Class or Advanced Class license;
 - c. For Element 4 questions the VE must hold an Amateur Extra Class license.

4. Each team is encouraged to evaluate frequently the clarity, accuracy and relevancy of the question pools and to provide recommended changes to the VEC Chairman unless otherwise directed.

§97.525 Accrediting VEs.

(a) No VEC may accredit a person as a VE if:

- (1) The person does not meet minimum VE statutory qualifications or minimum qualifications as prescribed by this part;
- (2) The FCC does not accept the voluntary and uncompensated services of the person;
- (3) The VEC determines that the person is not competent to perform the VE functions; or
- (4) The VEC determines that questions of the person's integrity or honesty could compromise the examinations.

(b) Each VEC must seek a broad representation of amateur operators to be VEs. No VEC may discriminate in accrediting VEs on the basis of race, sex, religion or national origin; nor on the basis of membership (or lack thereof) in an amateur service organization; nor on the basis of the person accepting or declining to accept reimbursement.

Laurel VEC Supplemental Policy to §97.525 Accrediting VEs

1. The Laurel VEC seeks a broad representation of amateur operators to be VEs. The Laurel VEC, however, accredits only the minimum number of VEs it finds necessary to effectively accomplish its mission.
2. No VE may be encumbered by any conflict of interest with their other activities while preparing and administering examinations coordinated by the Laurel VEC.
3. Each VE accredited by the Laurel VEC must be:
 - a. At least 18 years of age; and
 - b. A person who holds an FCC-issued Amateur Extra, Advanced or General Class operator license grant.
4. The Laurel VEC will not accredit as a VE any person whose grant of an FCC amateur station license or amateur operator license has ever been revoked or suspended.
5. The Laurel VEC will not accept the services of convicted felons. There are too many State and local laws that cover the subject of convicted felons which makes it impossible to develop a national policy. Team Leaders will follow local laws when accepting the volunteer services of people convicted of any other offense.

6. Team Leaders recruit members for his/her Team as needed by providing a Laurel VEC VE application to a person interested in serving with and for that Team.

7. It is up to the Team Leaders to determine whether to accept the services of any ham who wants to help out.

If a Team Leader does not want to accept someone's services, they do not have to accept them. The Team Leader does not have to tell the applicant why his/her services are not accepted. In fact, it is probably best not to provide any explanation other than to tell the prospective volunteer that his/her services are not required.

8. Team Leaders may not discriminate in recruiting VEs on the basis of:

a. Race, sex, religion or national origin;

b. Membership (or lack thereof) in an amateur service organization (e.g., Amateur Radio Club);

c. Part 97 prohibits discrimination based on the person accepting or declining to accept reimbursement. However, since the Laurel VEC does not charge fees for administering exams, this prohibition is moot.

9. Team Leaders will verify the applicant's qualification to be a VE and submit the completed application of the prospective VE's to the Chairman or regional coordinator as appropriate for final approval.

a. While some VEs work with multiple Laurel VEC teams, all Laurel VEC VEs are accredited through the Team with which they will primarily work as indicated on their initial application.

b. When a person who wants to join a VE team and claims to already be certified by the Laurel VEC, the Team Leader will contact his/her Regional Coordinator to confirm the claim. If the Regional Coordinator is unable to confirm the claim, he/she will contact the Laurel VEC for confirmation.

10. No prospective VE will be accredited unless his/her application is signed by the applicable Laurel VEC Team Leader.

11. Team Leaders have the option of:

a. Forwarding VE application with their exam session package

b. Mailing the application(s) directly to the VEC Chairman or

c. Scanning the prospective VE's application to become a VE as a pdf file and e-mailing them directly to VEC Chairman.

12. Team Leaders may use the services of a prospective VE pending formal accreditation or denial. The prospective VE must be at least 18 years of age, hold an FCC-issued Amateur Extra, Advanced or General Class operator license grant.

13. The Chairman of the Laurel VEC is the final approving authority for accrediting VEs who wish to work with a Laurel VEC team. Upon approval, the Laurel VEC will issue a certificate to the newly accredited VE and that certificate will be e-mailed to the appropriate Team Leader for distribution.

14. Laurel VEC accredited VEs will notify the VEC Chairman whenever their call sign changes. This may be done by e-mail or via a note through the Team Leader.

15. The Laurel VEC will not accredit a prospective VE whose VE accreditation has been revoked by another VEC.

§97.527 Reimbursement for expenses.

VEs and VECs may be reimbursed by examinees for out-of-pocket expenses incurred in preparing, processing, administering, or coordinating an examination for an amateur operator license.

Laurel VEC Supplemental Policy to §97.527 Reimbursement for expenses

1. Since its inception in 1984, the Laurel VEC, has never charged a fee for its services. That policy continues today. All Laurel VEC sponsored exam sessions and related services (e.g., administrative updates, etc.) will be conducted free of charge.

a. The operating expenses of each VE Team affiliated with the Laurel VEC are normally funded by a sponsoring organization (e.g., A Radio Club). In a few instances, the members of the VE Team share the operating expenses among themselves.

b. Laurel VEC accredited VEs may not, under any circumstance, solicit or accept donations of any kind (monetary or non-monetary) from applicants for their services as a VE or as a team.

c. If a Laurel VEC coordinated examination session is held in conjunction with a Hamfest, convention, or gathering, an examinee **must not be required** to pay an entrance fee in order to gain access to the area where the examination session is held.

VEC affiliated VE Teams may not administer exams at any event that requires the applicant to pay a fee to gain access to the area where the exam session is held.

d. If an applicant desires to make a donation, VEs should advise the applicant to make the donation to the sponsoring organization (e.g., amateur radio club).

(1) In such a situation, the VEs may accept the donation on behalf of the sponsoring organization and will deliver the donation to the sponsoring organization as soon as possible following the exam session.

(2) If there is no sponsoring organization, the VEs **may not** accept a donation of any kind.

Appendix 4

Laurel VEC Policies, Procedures and Instructions

This document establishes policies, procedures and instructions of the Laurel Amateur Radio Club (LARC) Volunteer Examiner Coordinator (VEC) – hereafter referred to as the Laurel VEC. The instructions and policies contained herein are applicable to all Volunteer Examiners (VE) accredited by the Laurel VEC.

The principal statutory authority for amateur radio license exams is CFR Title 47, Part 97, Subpart F and is the foundation of the Laurel VEC policies regarding activities related to the amateur radio licensing system. The policies, procedures and instructions of the Laurel VEC supplement but do not diminish or supersede the authority of CFR Title 47, Part 97, Subpart F – hereafter referred to as “Part 97”.

Each of the 14 VECs adheres to the rules contained in Part 97. Several, if not all VECs, have additional rules, policies, procedures and instructions for preparing and administering amateur radio license exams. Some of these may be common among all VECs while others are unique to a specific VEC. The policies, procedures and instructions in this document apply to VEs accredited by the Laurel VEC.

Each VE who works at a Session coordinated by the Laurel VEC agrees to work under the guidance and direction of the Laurel VEC.

Each Laurel VEC-accredited VE, individually and collectively as a member of a Team, is expected to comply with these instructions and policies and Part 97 while preparing, administering and processing an examination coordinated by the Laurel VEC.

Failure to comply with the FCC rules and/or the instructions and policies of the Laurel VEC may result in being suspended or dis-accredited as a VE with the Laurel VEC; having your license suspended or revoked and other penalties as deemed appropriate by the FCC.

Questions about the instructions and policies described in this document may be referred to the applicable Regional Coordinator and or the Chairman of the Laurel VEC.

Recommendations to add to, delete from or modify these instructions and policies may be sent directly to the Chairman of the Laurel VEC through the applicable team leader.

This appendix describes the Laurel VEC policies, procedures and instructions not specifically addressed in Part 97, Subpart F. However, some parts of Appendix 4 - Part 97, Subpart F may be duplicated in this appendix as a means of emphasizing their importance. Failure to comply with the FCC rules and the policies, procedures and instructions of the Laurel VEC could result in the following:

- Suspension or decertification of the VE Team as determined by the Laurel VEC
- Suspension or dis-accreditation of VE status as determined by the Laurel VEC
- Suspension or revocation of license and other actions as determined by the FCC

1. Exam Sessions

a. The Laurel VEC **will not** coordinate any examination session held at any event (e.g., Hamfest, convention, gathering, etc.) that requires an applicant to pay an entrance fee in order to gain access to the area where the examination session is held.

b. Laurel VEC-affiliated teams **may not** conduct exam sessions at any event (e.g., Hamfest, convention, gathering, etc.) if an applicant must pay an entrance fee to gain access to the area where the examination session is held.

c. If a Team schedules an exam session and no applicants show up, the Team Leader must complete and submit a Session Summary Report and VE Sign-in Sheet to the appropriate Regional Coordinator within 7 days of the scheduled exam.

d. Teams should advertise each exam session on the Laurel VEC website at a minimum. Advertisements must include the date, time, location, and contact information. Send the exam information to the VEC Webmaster: k3qx@arrl.net Examples of other appropriate places to advertise exam sessions include but are not limited to the following:

- (1) ARRL website - www.arrl.org/non-arrl-exam-session-registration
- (2) Club website
- (3) Club newsletter
- (4) Local repeaters and nets
- (5) Local newspapers
- (6) Social media (e.g., Facebook, etc.)

e. Teams may accept walk-in applicants or they may require applicants to pre-register for an exam session. If teams choose to require pre-registration, the team must advertise that pre-registration is required and provide information on how to pre-register (e.g., via e-mail, phone, an on-line process, etc.). Examples of appropriate places to announce the pre-registration requirement:

- (1) Laurel VEC website
- (2) ARRL website
- (3) Club website
- (4) Club newsletter
- (5) Local repeaters and nets
- (6) Local newspapers
- (7) Social media (e.g., Facebook, etc.)

f. Teams may require applicants provide a FCC Registration Number (FRN) in lieu of a Social Security Number (SSN). If a Team requires applicants to have a FRN they must advertise that fact, inform all applicants prior to the exam session of that requirement and provide guidance on how to acquire a FRN or have the capability at the exam site to allow applicants to acquire a FRN. Examples of appropriate places to publicize the FRN requirement:

- (1) Laurel VEC website
- (2) ARRL website
- (3) Club website
- (4) Club newsletter

- (5) Local repeaters and nets
- (6) Local newspapers
- (7) Social media (e.g., Facebook, etc.)
- (8) Personal contact with applicants

g. Teams must publicize the requirement for applicants to bring a government issued photo ID and the original and copies of any element credits including but not limited to:

- (1) Their current license (original copy, Reference Copy or Official Copy, if applicable),
- (2) The original and copy of Certificates of Successful Completion of Exam (CSCE)
- (3) The original and a copy of a letter from the FCC stating the applicant was previously licensed and identifies the previous class of license
- (4) A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license.

Examples of appropriate places to publicize these requirements:

- (1) Laurel VEC website
- (2) ARRL website
- (3) Club website
- (4) Club newsletter
- (5) Local repeaters and nets
- (6) Local newspapers
- (7) Social media (e.g., Facebook, etc.)
- (8) Personal contact with applicants

Notes:

- 1. Teams may access the FCC's ULS website or use the Session Manager application to confirm the applicant's current license class and element credit.
- 2. Teams do not need to retain a copy of an applicant's license.
- 3. Teams may take a photo of the applicant if the applicant gives permission, print it out and include it with the applicant's paperwork if the applicant does not have a photo ID.
- 4. If the applicant does not give permission to be photographed, the Team may deny the applicant the opportunity to take an exam.

h. Teams are not required to offer an applicant who fails an element exam the opportunity to retest that element.

(1) If a team chooses to offer applicants the opportunity to retest a failed exam element they may establish a standard for retesting such as a maximum number of failed questions (e.g., 10-12 failed questions on the Element 2 and 3 exams; 14-17 failed questions on the element 4 exam, etc.).

(2) If a team offers applicants the opportunity to retest a failed exam element they may not administer the same exam or question set to the applicant during the same exam session.

i. Following the completion of the examination, teams are permitted and encouraged to discuss with each examinee the correct answer to each question missed. The Team is not required to have such discussions and may choose not to have them. If such discussions do

occur they should be conducted at the conclusion of the exam session or in a manner and location that will not disturb other applicants still testing.

2. VE Team Responsibilities

a. Laurel VEC-affiliated teams agree to the following requirements:

- (1) They will schedule and conduct a minimum of three exam sessions per year.
- (2) They will conduct exam sessions and administer exams free of charge. Absolutely no costs will be passed to the applicants.
- (3) They will assume responsibility for all costs related to conducting exam sessions.
- (4) They will provide contact information and annual exam schedule and exam session location information to the Laurel VEC webmaster. k3qx@arrl.net
- (5) They will provide their annual exam schedule for the following year to the Laurel webmaster prior to 1 November of every year or as soon as the Team is able to establish an exam schedule.

b. Laurel VEC-accredited VEs may not solicit applicants for donations or services in order to pay the costs related to conducting exam sessions. The costs related to conducting amateur radio license exams are normally paid by the organization sponsoring the VE Team.

c. Laurel VEC-accredited VEs will perform all activities related to amateur radio license exams in accordance with the policies, procedures and instructions of the Laurel VEC and the applicable rules of the Federal Communications Commission including but not limited to the following:

- (1) Scheduling and conducting exam sessions
- (2) Providing an annual exam schedule and updates as required
- (3) Assuming the costs of all activities related to amateur radio license exams.
- (4) Preparing written exams
- (5) Logistical support
- (6) Conducting exam sessions
- (7) Post-exam activities

3. VE Roles and Responsibilities

a. Team Leader – The Team Leader is in charge of the exam session and is accountable to the VEC Chairman for conducting an exam session in accordance with the applicable rules of the FCC and the policies, procedures and instructions of the Laurel VEC. Team Leader responsibilities are described in greater detail in Appendix 5.

b. Administering VE – Any VE, including the Team Leader, who participates in the exam session is an administering VE. Administering VEs perform tasks assigned by the Team Leader and are accountable to the Team Leader and the VEC Chairman for performing their assigned duties in accordance with the applicable rules of the FCC and the policies, procedures and instructions of the Laurel VEC.

Depending on the number of administering VEs available at an exam session, the administering VEs could perform every task associated with conducting an exam session or if there are sufficient numbers of VEs available, the tasks could be divided among them. These tasks include but are not limited to the following:

- (1) Registering applicants
- (2) Administering exams to the applicants
- (3) Grading exams
- (4) Preparing and signing appropriate forms (e.g., NCVEC Form 605 and a CSCE)

c. Certifying VE – Certifying VE are three administering VEs designated by the Team Leader to certify, by their signatures on appropriate forms, that an applicant is qualified for a license grant or has earned an element credit by exam and that the administering VEs have complied with the VE requirements described in the applicable FCC rules and the policies, procedures and instructions of the Laurel VEC.

- (1) The certifying VEs are jointly and individually accountable to the Team Leader, the VEC Chairman and the FCC for the proper administration of each element exam.
- (2) The certifying VEs may delegate to other qualified administering VEs their authority, but not their accountability, to perform other tasks to include but not limited to the following:
 - (a) Registering applicants
 - (b) Administering exams
 - (c) Grading exams
 - (d) Preparing appropriate forms to be signed by the certifying VEs

4. Exam Session workflow activities. The workflow in a typical exam session generally consists of the following phases and proceeds in the order depicted.

- a. Registration
- b. Examination
- c. Grading
- d. Notification
- e. Document Preparation and Signing
- f. Certificate Awarding

Within each phase certain actions are conducted. Teams may be required to make slight modifications of the workflow to accommodate their local conditions (e.g., The number of available VEs during an exam session, the number of applicants, etc.). This section describes the actions within each phase of the workflow and is to be considered VEC policy.

5. Registration Phase

The Registration Phase includes several tasks:

a. Every applicant must complete a NCVEC Form 605 and sign it. No action will be taken by the VE team, including administering an exam unless and until the applicant provides all of the information required on NCVEC Form 605. The Team Leader is responsible to ensure that every NCVEC Form 605 for an administrative update, a new license grant or an upgrade of an existing license is signed by the applicant before the applicant departs the exam session facility.

(1) Teams may choose to use the built-in 605 generation capability of the "SessionManager" software application to generate the NCVEC Form 605.

(2) When an applicant submits a request for administrative updates (e.g., License renewal, address change, etc.) and/or when an applicant successfully passes an exam element, each team will develop procedures to ensure that NCVEC Forms 605 are signed by the applicants prior to their departure from the exam session site.

(3) The Team Leader is responsible to ensure that no unsigned NCVEC Form 605 for an administrative update, a new license grant or an upgrade of an existing license will be uploaded to the FCC. Regional Coordinators or the VEC Chairman will return unsigned applications to the applicable Team Leader who will take appropriate action to acquire the applicant's signature on the form.

Note: Due to recent decision by the FCC policy to no longer mail original licenses to hams, Team Leaders should encourage applicants to include their e-mail and possibly their phone number. This information is still optional. The decision to include or exclude this information is left to the applicant.

b. Applicants requesting any administrative updates, must provide documentation as indicated below. The VEs may not process a request for an administrative update if the required documentation is not provided.

(1) **Change of Name** – The VEs performing the Registration function will request proof of the name change. Acceptable proof of a name change includes one of the following:

(a) Documents showing both the old and new name or a document showing the old name and a photo ID showing the new name or

(b) Marriage, Divorce and Adoption certificates or decrees are acceptable documents for this purpose, and

(c) Other documents may be used.

(2) **Change of mailing address** - The VEs performing the Registration function will request proof of the change of address. Examples of acceptable proof of an address change include but are not limited to the following:

(a) Any document that indicates the applicant's new address (e.g., Applicant's driver's license, library card, etc.) or

(b) Any document that indicates that the applicant receives mail at the new address (e.g., mail received by the applicant such as a tax bill, electric bill, water bill, etc.).

(3) **Renewal of license** – The Laurel VEC will only accept and process requests to renew non-Vanity licenses unless the applicant is also requesting a change of station call sign systematically. License renewals may only be processed 90 days or less prior to the expiration date at the earliest and up to two years following.

Note: The purpose for these additional identification requirements is to avoid situations in which someone hijacks the license of an amateur who has the same name as the prospective license “hijacker”.

c. Applicants must complete any other Team or VEC-required forms as directed by the Team Leader or members of the VE Team who are participating in the Registration phase of an exam session.

d. Applicants must provide the original and copies of all documentation supporting a claim of exam Element credit. Examples include and are limited to the following:

(1) A CSCE that was issued 365 days or less from the date of the current exam session.

(2) An expired Technician class license granted prior to 21 Mar 1987 for Element 3 credit.

(3) An expired General class license for Element 3 credit.

(4) An expired Advanced class license for Element 3 credit.

(5) An expired Amateur Extra class license for Element 3 and/or Element 4 credit.

(6) A letter from the FCC indicating the applicant was previously granted a specific class of license and when the license was granted.

(7) A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license.

e. Applicants must show the original version of their current license or an “Official Copy” or a “Reference Copy” from the FCC’s ULS website if they desire to upgrade their existing license. It is not necessary for the VE Team to retain or forward a copy of the applicant’s license.

(1) While it is the responsibility of the applicant to provide proof of his/her license status, VEs may access the ULS website or use the Session Manager application prior to administering an exam to confirm the applicant’s license class and call sign.

(2) If the VEs are unable to confirm the applicant’s license class and call sign, the applicant will be allowed to take any element exam(s) he desires. In this case, a VE, preferably the Team Leader, will inform the applicant of the following:

(a) If the applicant passes an exam, the NCVEC Form 605 and CSCE will be marked in a manner to indicate the applicant is not qualified for a higher class of license.

(i) In Section 2 of the NCVEC Form 605 the box next to the statement “**NO NEW LICENSE OR UPGRADE WAS EARNED**” will be marked.

(ii) The CSCE will be marked to indicate which exam element(s) the applicant passed and all classes of licenses will be marked in a manner so that “**None**” is the only visible result.

(b) The applicant will have to return to another exam session, complete an application and other forms as required, produce his photo ID, his original license or an “Official Copy” or a “Reference Copy” from the FCC’s ULS website and the original and a copy of his CSCE showing the element exam(s) passed.

Note: Different VECs may have slightly different procedures and requirements.

(c) The applicant, upon presenting proof of his/her current license status, will receive a new CSCE which will indicate that he/she has earned the license class indicated on the CSCE. The CSCE will be signed by three Certifying VEs and the applicant may immediately begin using his/her new license privileges but must add the following identifier as appropriate until the applicant’s upgrade is in the FSS’s ULS data base:

(i) Upgraded from Novice to Technician class: When operating on Phone and using your new Technician privileges, append your call sign with the phrase “Temporary [or interim] Kilo Tango”. When operating digital or CW and using your new Technician class privileges, add “/KT” following your call sign.

(ii) Upgraded from Novice or Technician class to General: When operating on Phone and using your new General class privileges append your call sign with the phrase “Temporary [or interim] Alpha Golf”. When operating digital or CW and using your new General class privileges, add “/AG” following your call sign.

(iii) Upgraded from Novice, Technician, General or Advanced to Amateur Extra class. When operating on Phone and using your new Amateur Extra class privileges, append your call sign with the phrase “Temporary [or interim] Alpha Echo”. When operating digital or CW and using your new Amateur Extra class privileges, add “/AE” following your call sign.

(d) If the exam session is a non-Laurel VEC coordinated exam session the applicant may be required to pay a fee.

(e) **Until the applicant does this, he may not use his new privileges**

f. The VEs performing the Registration tasks must ensure that the NCVEC Form 605 is complete, accurate and legible. The VEs must return any NCVEC Form 605 to the applicant if it is incomplete, inaccurate and/or illegible for correction and/or completion.

g. Teams must each confirm the identity of each applicant to ensure that the person appearing before him/her is the same person who has completed and signed the NCVEC Form 605. **No applicant will be allowed to take an exam until his/her identity has been confirmed.**

- (1) Use the applicant's photo ID if applicable to confirm his/her identity.
- (2) Only one form of ID is required. Examples of acceptable forms of ID include but are not limited to the following.
 - (a) A government-issued photo ID (e.g., Driver's license, Passport, Military ID, etc.)
Non-government issued photo ID (e.g., Student ID, etc.)
 - (b) Non-photo ID (e.g., School ID, library card, report card, etc.)
 - (c) The Team leader may devise procedures to confirm the identity of youth who do not possess any form of identification.
- (3) Compare the signatures on the applicant's amateur license (if applicable), photo ID and the NCVEC Form 605 to ensure they are the same.

Note: Each time an applicant leaves the sight of the confirming VE (such as when an applicant moves from the registration room of the facility to the test room), a VE must confirm the applicant's identity. Teams do not have to re-identify an applicant if testing is administered in the same room as registration and the applicant's ID as checked during Registration.

h. Teams must each confirm the validity of an applicant's claim of credit for an exam Element credit. Acceptable forms of credit include:

- (1) Original version, an "Official Copy" or a "Reference Copy" of the applicant's current license from the FCC ULS website.
- (2) Reference copy of an expired license from the FCC ULS website
- (3) Original or photocopy of an expired license
- (4) A letter from FCC stating the applicant was previously licensed as a Technician prior to 21 Mar 1987, or was previously licensed as a General, an Advanced or Amateur Extra class licensee.
- (5) A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license.

i. The VEs performing Registration must retain copies of each Element credit claimed by each applicant except the applicant's current license. All forms of identification and original copies of other documents will be returned to the applicant at the end of the Registration process.

6. Examination Phase

a. Prior to the start of administering exams, a member of the VE Team must provide minimal instructions to the applicants to include but not limited to the following:

- (1) Applicants must follow the instructions of the VEs at all times. Failure to comply will result in the offending applicant having his/her exam terminated without further action.

(2) Applicants may not have in their possession any electronic devices while taking an exam. Applicants must turn off their electronic devices and they may be not visible to the applicant during the exam. Failure to comply will disqualify the applicant from further participation in the examination session.

(3) Cell phones may not be used as calculators and must be turned off while exams are being administered.

(4) Smart watches and Google Glass/Glasses may not be brought to the examination area (e.g., the tables, stations, etc., where the applicant will sit to take his exam).

(5) Applicants who bring calculators must have them checked by a VE to ensure nothing is stored in the memory.

(6) Other instructions, requirements and prohibitions as the team may decide are appropriate.

(7) The team's retest policy.

b. A minimum of three appropriately qualified VEs will administer the exams and must constantly observe the applicants while they take their exam.

(1) Three VEs may observe no more than 12 applicants simultaneously taking an exam. Additional VEs are required to observe more than 12 applicants.

(2) An acceptable ratio of administering VEs to applicants is one VE per four applicants.

(3) The chart below identifies the qualification of VEs to administer exams.

	Element 2 Exam	Element 3 Exam	Element 4 Exam
Who can Administer an exam?	General, Advanced, and Amateur Extra	Advanced and Amateur Extra	Amateur Extra

c. VEs 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, VEs or other personnel) unless it is related to their duties as an administering VE, etc.

d. The VEs shall administer exams per the request of each applicant.

(1) Exams can be taken in any order

(2) An exam does not need to be graded prior to the applicant starting another exam

(3) An applicant may request a large print exam in lieu of an exam using a smaller font.

- (4) An applicant may request that an exam be read to him or her.
- e. Three qualified VEs shall participate in reading an exam to an applicant when requested.
 - (1) The VEs will take turns reading the exam questions and the four possible correct answers
 - (2) The applicant will identify the correct answer and mark the answer sheet if appropriate or
 - (3) The VEs will take turns marking the answer sheet in accordance with the applicant's choice of answer.
 - (4) If the three VEs mark the answer sheet on behalf of the applicant, each VE will indicate by their signature that they have administered the exam and recorded the applicant's answers honestly and in full compliance with the applicable FCC rules and the policies, procedures and instructions of the Laurel VEC.
- f. If an applicant fails an element exam, the team is not required to administer a retest.
 - (1) If a Team chooses not to administer retests, they must inform each applicant of that decision prior to administering exams.
 - (2) If a Team establishes minimum standards for retesting they must inform each applicant of the standard prior to administering exams.
 - (3) If the applicant chooses not to retest, and the applicant is not requesting any administrative updates to his license, the team will return to the applicant his NCVEC Form 605 (Unmarked by the VE team) and all copies of any claimed element credit or will not use the "*SessionManager*" application to generate a NCVEC Form 605.

7. Grading Phase

Each exam will be graded by three qualified VEs as quickly as possible after the applicant completes the exam. The chart below identifies which VEs may grade which exams.

	Element 2 Exam	Element 3 Exam	Element 4 Exam
Who can Grade an exam?	General, Advanced, and Amateur Extra	Advanced and Amateur Extra	Amateur Extra

8. Notification

- a. Each applicant will be notified of the results of each exam taken as soon as possible after grading is complete. Notification is normally performed by the Team Leader.
- b. VEs should not interrupt an applicant while he/she is taking an exam to inform him/her of the result of a previous exam.

c. VEs must inform applicants who fail an exam of the results as quickly as possible after grading the exam and in a respectful manner.

(1) If the team policy is to offer applicants a chance to retest, do so at this time.

(2) Let the applicant retest according to the Team's retest policy

(3) If the team policy does not offer a chance to retest, the applicant declines to retest, did not request any administrative actions or did not pass any element exam, return all of the applicant's paperwork (e.g., NCVEC Form 605, copy of license, copy of element credit) to the applicant except local and VEC provided forms.

9. Document preparation and signing

a. Any person (e.g., VE, non-VE, ham, non-ham) participating in the exam session and not taking an exam, may prepare the NCVEC Form 605 and CSCE for signing. Preferably a VE performs this task.

(1) The NCVEC Form 605 must be marked as appropriate in Section 2 to indicate the class of license earned or that no license or upgrade was earned.

(2) The CSCE must be marked to indicate the following:

(a) The element exam(s) passed, if appropriate

(b) The class of license earned, if appropriate

b. When the examinee is credited for all examination elements required for the operator license sought, three qualified VEs ("Certifying VEs") must certify that the examinee is qualified for the license grant and that the VEs have complied with the administering VE requirements.

(1) Only VEs accredited by the Laurel VEC may serve as "Certifying VEs".

(2) The three qualified VEs certify that the examinee is qualified for a new license grant or an upgrade to an existing license grant and that the VEs have complied with the administering VE requirements by their signatures on the NCVEC Form 605 and the CSCE.

c. Only a qualified VE may sign the NCVEC Form 605 and CSCE whether the applicant passed an exam, applied Element credit for an upgrade, or passed an element and did not earn a license or an upgrade. VE qualification for signing the NCVEC Form 605 and CSCE is shown in the chart below.

	Qualified for Technician by Element 2 Exam	Qualified for General by Element 3 Exam or Element 3 Credit	Qualified for Amateur Extra by Element 4 Exam or Element 4 Credit
Who can Sign NCVEC Form 605 & CSCE	General, Advanced, and Amateur Extra	Advanced and Amateur Extra	Amateur Extra

d. The same three VEs who sign the NCVEC Form 605 must also sign the CSCE preferably in the same order.

e. Any NCVEC Form 605 used solely for an administrative action, must have the **“No New License Or Upgrade Was Earned”** box checked.

f. The NCVEC Form 605 does not need to be signed by VEs when the form is used only for administrative actions (e.g., Address change, name change, etc.).

g. If an applicant fails to pass any exam element and has not requested any administrative actions, the applicant’s NCVEC Form 605 will be returned without any marks or signatures by the VEs.

10. Certificate awarding. This activity is normally done by the Team Leader for those applicants who earned a new license or upgraded an existing license.

Note: The Team Leader is responsible to ensure that no certificate is awarded to an applicant if the applicant’s NCVEC Form 605 is not signed by the applicant.

11. Post-exam Session Activities

The following activities are performed by the Team Leader and are part of the Team Leader responsibilities described in Appendix 5.

a. Exam Session Paperwork

(1) Review all applicant paperwork for completeness, accuracy and legibility.

(a) This should be done prior to the applicant and VEs leaving the exam session

(b) Correct the paperwork as required and acquire signatures as appropriate

(2) Collate the session related paper work as follows and place on top of first application:

(a) VE Session Summary Report

(b) VE Sign-in sheet

(c) Registration Log

(3) Administrative updates only. Collate and staple each applicant's paperwork who requests only an administrative update (e.g., Non-Vanity license renewal, address change, name change, call sign change, etc.) in the following order:

(a) NCVEC Form 605

(b) Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)

(4) Applicant passes at least on exam element. Collate and staple the paperwork of each successful applicant (i.e. an applicant who passes at least one exam element) in the following order:

(a) NCVEC Form 605

(b) Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)

(c) Copies of element credit (if applicable)

- Copy of expired license or reference copy of an expired license from the FCC ULS website.
- CSCE (issued within 365 days of date of exam session)
- FCC Letter
- The cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license.

(d) The answer sheets from each failed and passed exam. This is not applicable for a "paperwork only upgrade."

(e) All papers on which the applicant wrote anything (e.g., formulas, calculations, etc.) during the exam. The applicant must print or sign his/her name on the paper(s).

(f) A copy of the newly issued CSCE

NOTE: Team Leaders may request their respective Regional Coordinator that they be exempted from having to provide a copy of newly issued CSCEs. Regional Coordinators may at their discretion choose to exempt a team from including copies of newly issued CSCEs.

(5) Unsuccessful applicant. Collate and staple the paperwork of each unsuccessful applicant (i.e. an applicant who does not pass at least one exam element and does not request any administrative updates) in the following order:

(a) Local or VEC-provided forms (e.g., Registration form, checklist, etc.) as appropriate

(b) The answer sheets from each failed exam

(6) Paperwork upgrade. Collate and staple the paperwork of each applicant who is upgraded based on non-exam related element credit only.

- (a) NCVEC Form 605
- (b) Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)
- (c) Copies of element credit (if applicable)
 - Copy of expired license or reference copy of a license from the FCC ULS website.
 - CSCE (issued within 365 days of date of exam session)
 - FCC Letter
 - Call sign book cover with publication date and appropriate page from the call book
- (d) A copy of the newly issued CSCE

b. If authorized by the VEC Chairman to use VEC-provided software to prepare encrypted session data files, the Team Leader will use the software to prepare the exam session results for uploading to the FCC.

(1) When preparation is complete, the Team Leader will e-mail the encrypted data file to his/her Regional Coordinator or VEC Chairman, if appropriate, within seven days or sooner, for uploading to the FCC.

(2) The Team Leader will forward the session paperwork to his/her Regional Coordinator or VEC Chairman, if appropriate, within seven days of the date of the exam.

(3) No Team has a right to use the VEC software.

(4) Teams will be offered the use of the VEC software solely at the discretion of the VEC Chairman or Regional Coordinator.

c. If not authorized by the VEC Chairman to use VEC software, the Team Leader will forward the session paperwork to his/her Regional Coordinator or VEC Chairman, if appropriate, within seven days of the date of the exam.

12. Uploading exam session results.

a. The Laurel VEC uses a software application to prepare exam session results for decrypting and uploading session data files received via e-mail from Team Leaders, to the FCC via the secure ULS Batch Filing System.

(1) No Team has a right to the VEC software.

(2) At the discretion of the VEC Chairman or applicable Regional Coordinator, the software may be made available to Team Leaders for their use.

b. Regional Coordinators will manually prepare session data files or decrypt session data files received from a team leader and upload them to the FCC via the secure ULS Batch Filing System within two business days of receipt of the session paperwork or the session data file.

c. Once the session data files have been uploaded and processed by the ULS Batch Filing System, the system will generate a Response File. Regional Coordinators should share the results of the upload with the respective team leader. The response file will look similar to the following example:

In this example the Response Files is from a Team that conducted an exam session in Rochester, NY. The exam session conducted on 21 Sep 2014.

Looking at the top line of the Response File below and reading from left to right...

RS|B|09/21/2014|ROCHESTER|NY|0

RA|0006471676|Robert|G|Galory||146129340|KD2GHF|G|0023459340|G|||
RA||William|M|Gatts|JR|14543||T|L01894042|60
RA|0006471677|Matther|S|Glazer||11561|KD2HEQ|T|0023959646|G|||
RA|0006471678|Evan|A|Glen||07726|KD2HER|T|0023959653|G|||

RS indicates this is a Session Response file;

B indicates the Laurel VEC;

09/21/2014 is the date of the exam session;

Rochester|NY is the city and state where the session took place.

0 Indicates if the file was successfully processed. If there is a problem this field will contain an appropriate numeric error code. An example of this might look like:

RS|B|09/21/2014|ROCHESTER|NY|12690

12690 = Filename is a duplicate of earlier filename so this application was not processed

The lines below the Session Response (RA) header line refer to the applicants. Refer to the line in **bold black** below:

RS|B|09/21/2014|ROCHESTER|NY|0

RA|0006471676|Robert|G|Galory||146129340|KD2GHF|G|0023459340|G|||

RA||William|M|Gatts|JR|14543||T|**L01894042|60**

RA|0006471677|Matther|S|Glazer||11561|KD2HEQ|T|0023959646|G|||

RA|0006471678|Evan|A|Glen||07726|KD2HER|T|0023959653|G|||

RA||Tucker|B|Gordon||13027|KD2HES|G|**10675**

RA|0006471680|Benjamin|J|Haag||14524|KD2HET|T|0023959679|G|||

RA|0006471681|WILLIAM|L|KENNEDY||14623|KC2BEN|E|0015132475|G|||

RA|0006471682|James|D|Lewis||14428|KD2HEU|T|0023959687|G|||

RA|0006471684|Scott|J|Mann||14411|KD2SJM|G|0011319571|**2**|||

RA|0006471685|David|C|Malecki||14580|KD2HEV|T|0023952807|G|||

RA|0006471686|James|A|McCusker||14586|KD2HEW|T|0023944556|G|||

RA indicates that this line is an Application Response

The ten digit number is a one-up file number |**0006471676**|

The applicant's name is next |**Robert|G|Galory**|

The applicant's zip code is next |**146129340**|

The applicant's current or new call sign is next |**KD2GHF**|

The applicant's class of license is next (**T, G, or E**)

The ten digit number after the license class is the applicant's FRN |**0023959646**|

Note: In some cases when there is an error detected by the FCC a number other than the FRN and starting with the letter “L” is inserted. The FCC’s “VEC Electronic Batch Filing User Guide” does not further describe the entry that begins with “L”

The **G** at the end indicates the application was **granted**

Sometimes error codes will show up in the response file as shown above in bold red with yellow highlight. These errors normally result from human error. Error code **2** is not the result of human error. All other errors will require the application to be re-submitted with the correct data.

60 = There is an invalid Licensee State and Zip Code combination.

10675 = FRN is invalid.

2 = Not listed in the Error List. It indicates that the application went through the automatic Red Light Review and was taken off-line for manual review and processing due to reasons unknown.

Every application goes through a screening process to see if the applicant owes money to the FCC. This off-line review is done manually and typically takes 1-3 business days but can take as many as 7 business days due to the volume and number of available persons to do the manual review.

The FCC does not inform us when an application previously flagged with Error Code 2 is finally processed.

Chances are if the applicant was flagged for his Tech license he will be flagged in subsequent actions.

The complete list of error codes can be found here: <http://wireless.fcc.gov/uls/ebf/errcodes.txt>

Appendix 5

Team Leader Responsibilities

The VE Team Leader is the principal interface between the VE Team, the applicable Regional Coordinator, the VEC and the FCC (if required). The Team Leader may also perform any of the roles of the participating VEs. The VE Team Leader or acting Team Leader is responsible for the following to include but not limited to:

1. Coordinating all scheduled exam sessions with the VEC.
2. Ensures the exam session is advertised to include the date, time, and location of the exam session including street address or directions, and contact information
3. Provides the exam schedule and session information to the VEC and the VEC webmaster as well as ensures the session is advertised on club websites and in club newsletters, if applicable. Announcing exam sessions in local media (Newspapers, radio, television, etc.) is optional.
4. Coordinating with the applicable Regional Coordinator or VEC Chairman, as appropriate, to address and resolve any known or suspected problems with the policies, procedures and instruction of the Laurel VEC.
5. Coordinating with the leadership of the sponsoring organization (typically an amateur radio club) as required or directed.
6. Maintaining a roster or database of VEC accredited Volunteer Examiners that comprise his/her VE Team.
7. Ensuring sufficient VEs are available for scheduled exam sessions. This includes contacting members of the VE team directly or through a second person to check availability and ability to participate.
8. Coordinating with applicants who pre-register for the exam session. This includes answering questions, providing recommended courses of action for preparing for the exam session, and providing directions, etc.
9. Using VEC-provided software (e.g., Exam Generator – available on-line) to create, prepare, print, provide, and maintain a set of exams for elements 2, 3, and 4 and related grading materials (answer keys) derived from the current question pools for those elements in accordance with guidance from the Laurel VEC.
10. Creating, preparing, providing and maintaining a supply of forms and other materials as appropriate for each exam session. Teams are not required to provide any of the following but may choose to do so: Calculators, scratch paper, pens, pencils, etc.)
 - a. NCVEC Form 605 - (**Note: Only the front side of the NCVEC Form 605 needs to be printed.**)

- b. Registration Log
 - c. Exams and answer sheets
 - d. Grading materials
 - e. CSCEs
 - f. VE sign-in sheet
 - g. Other forms as deemed appropriate
11. Submitting receipts for expenses related to VE Testing to include expendable supplies, reproduction of forms, postage, etc. to the sponsoring club for reimbursement.
12. Ensuring that the examination facility is available and ready.
13. Arranging furniture as required for registration, administering exams, and for grading exams.
14. Assigning individual VEs specific duties and giving instructions to the VE team members as required and answering their questions.
- a. Registration
 - b. Exam administration
 - c. Grading
 - d. Documentation preparation (NCVEC Form 605 and CSCE) as appropriate.
 - e. Exam certification (Signing of NCVEC Form 605 and CSCE)
15. Ensuring all exam session-related paperwork is completed properly and accurately.
16. Giving pre-exam instructions to the applicants and answering questions from the applicants.
17. Coordinating and monitoring the examination process between the applicants, the administering VEs, the grading VEs and the certifying VEs.
18. Making decisions regarding procedures; resolving conflicting guidance or instruction; and is the decision maker on any violations (intentional or otherwise) of examination rules or protocols. Appeals of any decisions by the VE Team Leader may be submitted to the appropriate Regional Coordinator or the VEC Chairman for resolution.
19. Notifying applicants when they pass or fail an exam, as appropriate.
- a. Offer the applicant the opportunity to retest if appropriate

If an applicant fails an exam element, Teams are not required to offer a retest to the applicant. The decision to offer retests is left up to the Teams. Teams may consider factors such as the length of time a facility is available for exams, the number of applicants and VEs, etc., when deciding whether to offer retests.

Teams may set a "standard" for retesting (e.g., Applicants can only miss 10-12 questions on the Element 2 and Element 3 exams and only 14-17 questions on the Element 4 exam.)

- b. Return the NCVEC Form 605 to any applicant who fails by examination to earn a license or upgrade an existing license and is not offered the opportunity to retest.
20. Monitoring the performance of the participating VEs; providing corrective actions as required.
 21. Reviewing each applicant's paperwork (NCVEC Form 605 and CSCE) for accuracy, legibility, and completeness before awarding each applicant their CSCE when appropriate.
 - a. Social Security Number (if applicable) or FCC Registration Number (FRN)
 - b. Mailing address
 - c. Exam(s) passed and/or failed
 - d. License earned
 - e. NCVEC Form 605 and CSCE are signed
 22. Recruiting and mentoring new or prospective VEs.
 23. Coordinating the effort to clean and restore the test facility to the condition it was in (or better) prior to testing.
 24. Collecting and ensuring that all of the applicants' paperwork is accounted for and secured and that all test materials are accounted for and secured at the end of the exam session.
 25. Ensuring the test facility is secured upon departure or notifies other people using the facility that the VE Team is departing.
 26. Preparing a *VE Session Summary Report* summary of the exam session using the VEC-provided form.
 27. Using software provided by the Laurel VEC to prepare a data file containing the exam session results for e-mailing to the appropriate Regional Coordinator who will upload the data file to the FCC data base via the ULS Batch Filing System.
 - a. This will apply only if the VEC or Regional Coordinator has authorized the VE Team Leader to do so.
 - b. The software will be provided to the Team Leader if authorized.
 28. Forwarding the exam session results to the appropriate Regional Coordinator or the VEC Chairman if applicable, within seven days of the test session. This includes a

scheduled exam sessions for which no applicants appeared. If no applicants appeared at a scheduled exam session, the Team Leader will forward a VE Session Summary Report and list of VEs who showed up to participate.

29. Reviewing and evaluating VE Team performance during the exam session. Providing feedback and take corrective action as appropriate.

30. Providing information to the Laurel VEC and/or Regional Coordinator as required or when appropriate.

31. Submitting reports to the sponsoring radio club describing the test session, results and the names of the participating VEs as required.

32. Submitting receipts for expenses related to VE program (expendable supplies, reproduction of forms, postage, etc.) to the sponsoring club for re-imbursement.

Appendix 6

Laurel VEC Website

The Laurel VEC maintains a website <http://larcmd.org/vec/> that lists the following information:

1. Exam Schedules for each VE Team affiliated with the Laurel VEC
2. VE Team Information - Includes the name of the team, the location where testing is conducted and Team Leader contact information.
 - a. The name of the team often has a link to the sponsoring club and additional information
 - b. The test location has a link to the address of the exam site, registration requirements, and contact information.
 - c. Contact information for the VE Team.
 - d. An example of a team's listing is shown below:

Keystone VHF Club	
York County Department of Emergency Services 120 Davies Dr York, PA 17402	
Pre-Registration Required - <u>No Walk-Ins Accepted</u>	
Talk-In: W3HZU repeater 146.97 PL 123.0	
Contact:	Ralph Brandt 717-792-1017 Email: K3HQI
<i>Updated: November 30, 2012</i>	

3. The names, call signs, and contact information of the Regional Coordinators, the VEC Webmaster and the VEC Chairman.
4. Other information and links related to amateur radio licensing.
5. Links to VEC resources. These resources are password protected and access is restricted to Team Leaders. The Regional Coordinators and/or the VEC Chairman will provide the User ID and Password to the Team Leader.
 - a. Various forms used by VEC affiliated VE Teams - <http://www.laurelvec.erbaugh.net/>
 - b. On-line Exam Generator application - <http://www.eb.erbaugh.net/>

6. Teams are required to provide the following information to the VEC Webmaster:
 - a. Annual exam schedule not later than 1 Nov of each year or as soon as it is available
 - (1) Dates and times
 - (2) Exam locations including address
 - (3) Registration requirements if applicable
 - (4) Contact information
 - b. Updates as required.

Appendix 7

Laurel VEC Required and Optional Forms

1. The Laurel VEC affiliated teams use several forms during an exam session. Some of the forms are required and some are optional.
2. Access to these forms is restricted to Regional Coordinators and Team Leaders and is controlled by a User ID and Password. The User ID and Password will be provided to Team Leaders by the appropriate Regional Coordinator or the VEC Chairman.
3. The URL for accessing these forms is: <http://www.laurelvec.erbaugh.net/>
4. Required forms to be used at an exam session:
 - a. **NCVEC Form 605** – Application for Amateur Operator/Primary Station License.
 - (1) This form only needs to have the front side printed
 - (2) This form must be completed, accurate, legible, and signed by the applicant before an exam may be administered to the applicant and before any administrative action will be acted upon.
 - b. **Registration Log**

There are two approved formats from which to choose

 - (1) Registration Log with Checklist
 - (2) Registration Log
 - c. **VE Summary Session Report**

Completed by the Team Leader
 - d. **Laurel VEC Certificate Of Successful Completion of Examination (CSCE)**
 - (1) A uniquely designed certificate
 - (2) Two copies must be prepared per applicant who passes an exam element and/or who earns a new license or upgrades a successful license or upgrade by exam or via element credit.)
 - (a) One copy to the applicant
 - (b) One copy to the VEC Chairman - This requirement may be waived by the Regional Coordinator or at the request of the Team Leader.
5. Optional forms to be used during an exam session.
 - a. Applicant Sign-In sheet (2 per page)

b. VE Sign-in sheet – VEs can sign-in using a plain piece of paper or on the back of the VE Session Summary Sheet.

c. VE Checklist