

INFORMATION FOR THE DIXIE AMATEUR RADIO TEST SESSIONS

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RULES

The ARRL-VEC Amateur Radio Exam test sessions are open to any candidate who is there to take an Amateur Radio exam element, or elements. Walk-ins are always permitted. The only other person who may accompany the candidate into the exam location room are the following: the parent or guardian of a minor; the driver for those who require another to drive them to the test; a spouse, or significant other of the candidate. No other persons will be admitted into the exam location room until all test candidates have completed their exams. This includes ham operators at the St. George session location coming early for the 7:00 p.m. Club Meeting. Only V.E.s who are currently certified with the ARRL-VEC may be in the exam location room, if there to participate in the test session. If there are sufficient V.E.s present to grade exams, any certified V.E. may remain in the room to observe the testing for any possible impropriety by a candidate, or an examiner.

Our exam sessions do NOT utilize plastic answer overlay sheets to grade the multiple choice exams. A V.E. Team can choose whether or not to use the plastic overlays. We have chosen to not use the overlays. Due to having sufficient Volunteer Examiners, we have chosen to grade each exam element verbally, from an answer key sheet. Our V.E.s will, in pairs, quietly, but verbally, grade each exam. At least two grading teams of two persons with a one different person in each team, will grade the exam. When the candidate's correct answers are quite close to the pass/fail number, they may be graded a third time to ensure the accuracy of the score.

Our intent is that the only speaking during the exam be done in a quiet, library-like voice. We will situate the tables that the candidate take their exams at a sufficient distance from the grading tables so that disturbance to candidates during the exam is minimized.

NCVEC QUICK-FORM 605 APPLICATION “BASIC QUALIFICATION QUESTION” INFORMATION

The NCVEC Quick-Form 605 Application for Amateur Operator/Primary Station License that the ARRL-VEC uses, asks a yes or no question as to whether the applicant has ever been convicted of a felony. The FCC said this revision is “consistent with application forms for other Commission services.” We began using the new NCVEC Quick-Form 605 for all session after September 7, 2017; All previous Form 605s are obsolete and can no longer used.

Our V.E. Team will provide the CVEC Quick-Form 605. It is the applicant's responsibility to answer this question truthfully. We will not ask any follow-up questions, and we will keep the NCVEC Quick-Form 605 you fill out private. We will, however, refer ALL applicants to the new "Basic Qualification Question" on the front of the NCVEC Quick-Form 605 information on the back of the NCVEC Quick-Form 605 regarding the felony conviction question. CLICK https://www.dixieham.org/forms/NCVEC-Form-605_2017-Sept-7.pdf to view what the new form looks like (a PDF file).

While we, as Volunteer Examiners in the ARRL-VEC system, will send in the completed NCVEC Quick-Form 605 application after you pass an exam element, if you answered "Yes" to the felony question, the FCC will not act on that application right away.

They will wait until they receive an exhibit from the applicant which is a written and signed statement "explaining the circumstances and giving the reasons why the applicant believes that grant of the application would be in the public interest notwithstanding the misconduct". (see below on the deadline to submit)

Please note that your "Yes" response will be publicly viewable in the Commission's Universal Licensing System (ULS).

While the "Yes" will be publicly visible, the applicant may request that the actual exhibits submitted by the applicant giving the applicant's written and signed statement response described above be treated as confidential. In order to seek confidential treatment, the applicant must include a separate written and signed request that the material not be made available for public inspection. The request must contain a statement of the reasons for the request, and must identify the portion(s) of the exhibit for which confidential treatment is requested. It is not sufficient to simply mark a document as "Confidential." If the applicant does not request confidential treatment, the exhibit may be publicly viewable in ULS.

The required exhibit cannot be submitted through us a V.E.s or the ARRL-VEC. The applicant must submit the exhibit to the FCC either in the body of the e-mail itself or as an attachment (Word Document or PDF) sent via e-mail to: attach605@fcc.gov or by postal mail to:

Federal Communications Commission

Application Exhibit

1270 Fairfield Road

Gettysburg, PA 17325-7245

Applicants should not submit the exhibit until the batch filing has been received and the application has been assigned a 10-digit file number in ULS, which the applicant can find by conducting an Application Search in ULS:

<http://wireless.fcc.gov/uls/index.htm?job=home>

using his or her name or FCC Registration Number as the search parameter. Each exhibit should be clearly labeled with the applicant's name and file number.

IMPORTANT! The application will be subject to dismissal if the exhibit is not received by the FCC within 14 days from their receipt of the application.

CLICK [HERE](#) to view and/or print out a PDF of the formal FCC Public Notice regarding this.

CLICK [HERE](#) to view a news article about this on the ARRL web site.

CLICK [HERE](#) to read an article on the ARRL web site that came out BEFORE the FCC Public Notice. It has additional information on this matter.

GENERAL INFORMATION

If you intend to take more than one class of license at the exam (such as if you pass the Technician and wish to attempt the General) please inform the V.E. team as soon as you arrive. We will do our best to accommodate you.

Also, if you happen to fail an exam element, you may make a second attempt to do so. By policy, we are required to collect an additional \$15 fee for the "second" session which is treated just like a separate session. If you pass the Technician and wish to try the General, you are not required to pay a second fee. We can explain this to you at the session.

"Walk-ins" are always welcome, especially those travelling from outside the area. Sending the Test Session Liaison an e-mail is greatly appreciated! This will give advance notice to the our V.E. Team of your intent to take a test and helps us to better prepare for that test session with the correct numbers of necessary exam materials and additional VE's on hand for large numbers of applicants.

We will open the doors to the Community Building at, or slightly before, 5:30 p.m. and we will begin to assist you in filling out the required test session registration paperwork. We have the session scheduled to start at 5:30 p.m. so that test session participants can have as much time as needed to complete their exam before Club members arrive for the general Club Meeting at 7:00 p.m. Those taking their tests should consider staying for the Club meeting after the exam session. Everyone is welcome at our Club meetings! As soon as we have 3 Volunteer Examiners in attendance, and your paperwork is complete, you will be able to begin taking your exam. Thanks for your patience and cooperation in all of this. Remember that we are volunteers!

WHAT TO BRING

You must present a current government issued photo identification.

You must come to the session having already registered yourself in the FCC's ULS System. By registering in the ULS system you will obtain an FCC Registration Number (FRN) that is used on the forms at the exam session in place of using a Social Security number. The Social Security number is required to be inputted online to obtain an FRN though. To apply with the FCC for an FRN number you do so on the FCC's web site:

<https://apps.fcc.gov/coresWeb/publicHome.do> You will see where it tells you to "register with the FCC." When you do that, you will get an FRN number. You then bring that FRN number to the session.

Youth applicants for an exam who are minors under driving age, must provide a valid school ID (with photo) or provide a birth certificate. They must also have a parent or legal guardian in attendance at the time of registration for the exam.

VERY IMPORTANT! - If you are upgrading, you must bring a photocopy of your current Amateur Radio license that you will need to leave with the V.E. team. Do not bring your original license. Only bring a photocopy!

Your original valid "Certificate of Successful Completion of Examination (CSCE)" if you are claiming credit for an element previously earned.

You can bring a "simple" calculator. You may not use an iPhone or Android (or similar smartphone, etc.) for a calculator. We will provide a loaner 4 function calculator to anyone who desires to use a calculator during the exam.

Please bring patience and a friendly attitude towards the Volunteer Examiners who you need should remember are volunteering their time to be there here to assist in your testing opportunity. Our dedicated volunteers serve at 18 test sessions every year. That's remarkable for an area our size.

The test session fee (see information below on "What does it cost?") is to be paid at the beginning of the session. This required fee is set by the Volunteer Exam Coordinator, which is the ARRL-VEC, and not the Club.

What you don't need to bring:

Any pens and/or pencils. These will be provided for you, as well as any necessary scratch paper.

Any FCC application forms. Please do not print one out in advance. We will provide the correct forms for you.

We have all the forms and paperwork used for ARRL-VEC sponsored sessions and those will be provided for you to fill out at the beginning of the session.

What you cannot have during the session:

Any electronic devices such as smart phones (even if "just" using the calculator function). You may bring a simple 4-function calculator. Our V.E. team also has a limited number of 4-function calculators that you may use during the session.

No headphones/earbuds/bluetooth phone headsets may be worn during the exam session. This is to insure the comfort and integrity of the exam process for all involved.

PLEASE TURN OFF CELL PHONE RINGERS!!!

What you must not do during the session:

Talking amongst other applicants is not permitted at any time during the testing period. You must not write in or make any notes or marks in the exam booklet!

What does it cost?

You must bring a personal check or a money order in the amount of \$15.00 payable to "ARRL-VEC", or alternatively, you may bring \$15.00 cash to the test session.

If paying by cash, you must bring the exact amount only! Do not count on any change being available! We are not a bank or ATM - debit/credit cards cannot be used.

This required fee is set annually by the Volunteer Exam Coordinator (in our case the ARRL-VEC). This required fee is not set by the Dixie Amateur Radio Club, Inc. It should be noted that the ARRL-VEC has decided to leave the fee unchanged at \$15.00 for exams in 2022.

If you do not have your fee at the beginning of the session, you will not be able to take a test. This is a program requirement. You must bring the required fee with you.