Laurel VEC Greeter Script
Version 3, 31 March 2024
Laurel VE Script for Automated Sessions
(Read to Examinees)
Before we begin your exam, we have some information and instruction for you.
Welcome and thank you for furthering the hobby and fun of Amateur Radio by taking this exam to begin your trail or taking your upgrade exam. We, the Richmond County Amateur Radio Club Volunteer Examiner Team want you to know we appreciate the time and effort in diligently studying for the exam you are about to take. Also, please note there is **NO COST** for taking this exam through the Laurel VEC and there will never be any cost for applicants.
Under normal circumstances, once you pass your exam and the information is turned in to the FCC, you "should" have your callsign or upgrade in the FCC's Universal Licensing System (ULS) in a couple of days. We would like to thank the **<Name of organization providing venue>** for allowing us to use this facility.
For those of you that must pay the $35 fee to the FCC (new licenses and renewals) you will receive two emails from the FCC. The first email will include information about your application and step-by-step instructions, as an attachment, for paying your application fee.
Your payment must be received by the FCC not later than 10 calendar days from the assignment of a file number as described in the email.
If you do not receive your first email within a couple of days (normal workdays Monday – Friday) or after you make your payment, check your spam folder.
Now, let's get to the pretest instruction and get this show on the road.
• Make sure you have your government issued photo ID handy.
• Make sure you have your Ham Study issued PIN. If you do not have one contact one of the VEs after this briefing.
• Ensure you are 100% focused during the entire exam session.
• Any distractions or anomalies could be cause to void the exam at the sole discretion of the VE Team. Anomalies include, but are not limited to:
– Appearing to reference or use unauthorized materials (e.g. looking at cell phone, even just the lock screen, changing windows on computer, etc.)
– Getting up or leaving the room during the exam for any reason.
• Applicants must turn off all electronics and they may not be visible to the applicant during the exam. Failure to comply will disqualify the applicant from further participation in this exam session.
• Cell phones may not be used during the exam session. This includes the calculator built into the phone. All phones must be powered off during the exam. If you haven't already, please turn them off now.
• Smart watches, Google Glasses and other smart media devices may not be in the exam area.
• If an applicant brings in their personal calculator, the VE team must inspect and verify there is nothing stored in the calculator's memory.
• You will also be provided a sheet of scratch paper for your use. If you need one raise your hand and ask a VE. The scratch paper must to be turned back in when you complete your exam.
• If you leave the exam area prior to turning in your completed exam for any reason, for example to use the restroom or other reason your exam will be stopped and graded as is. You will be informed of the result.
• Please remain silent during the exam session. If you finish quickly, find something to do that is silent. Respect the others who are testing. Silence needs to me maintained until all testing is completed, hopefully this goes for the VE's also.
• When you finish your exam, raise your hand and a VE will collect it and approve it for grading. You may leave the room silently at this time if you wish. Don't take long your exam will be graded in seconds.

• If a figure is called out in a question tap on the figure and it will expand for viewing. Tap it again and it will go away.
• Make sure to answer all the questions: Only correct answers add points; incorrect answers don't subtract from your score, so it's best to guess rather than leave an answer blank.
• If you successfully complete your exam you will be afforded the opportunity to take the next exam. Let the VE know you wish to continue. If you fail your exam and are within a couple of questions of passing and wish to retest let attending VE know.
• This is not a timed exam. Take the time you need to complete the exam.
• Good luck with the exam.

Let's start your exam.
• Using the tablet you have been provided, enter "examtools.org in the URL bar (address bar) then press enter, (https://examtools.org) or tap the screen icon for examtools.org. You may have to scroll to see the icon.
• When Exam Tools page opens select "JOIN EXAM SESSION" in the "Take an Exam" box.
• When the "Join an Exam Session" window opens enter the VE Team Identifier which is "FCVET" and your Ham Study issued PIN as directed. Your PIN was issued from Ham Study previously when you enrolled for this session. If you don't have a PIN see one of the VEs after this briefing.
• Click "Join Session" [One of the VEs will need to approve this by clicking on the red icon near the candidate's PIN in the Exam Tools window and then clicking Approve]
• Check accuracy of all your personal information
• If accurate, click "Start Exam" [one of the VEs will need to approve this by clicking on the red icon near the candidate's PIN in the Exam Tools window and then clicking Approve]
Exam instructions:
• Notice the upper right corner, in black bar, lists number of questions in your exam.
• This number will count down as you answer questions.
• When all questions are answered, you will see a "Grade Exam" button.
• Click the "Grade Exam" button when you are ready for us to grade your exam, but don't feel rushed. You are free to go back and review your answers **prior** to clicking the "Grade Exam" button.
To navigate the exam,
• Use your mouse or touchpad to scroll to each question and answer, or
• Use your keyboard to select answers "A, B, C or D" for each question. The program will automatically advance to the next question for you.
• You are free to answer questions in any order, and you are free review your answers and to change the answer to any question by clicking on a different answer.
• If you skip a question, its question number will appear on the left side of the black bar so all you need to do is click on it to automatically jump back to that question.
• If you happen to have a question with a diagram; simply click on the diagram to expand it, click again to return it to its original size so you can answer the question.
• We will be observing you at all time to insure you do not leave the browser screen or open other screens. If you have any technical issues, we will assist you. Raise your hand and a VE will assist you.
• Do you have any questions? If not, you may begin.
• When you finish, please raise your hand.

Passing Grade: (READ ONLY TO EXAMINEES THAT PASS THEIR EXAM)
• Did you study for the next level exam?
• If "yes," would you like to take the exam today?
• If "no," we need to move on to signing the forms before we can submit your license information via the Laurel VEC to the FCC.

• Click on the "Finish & Sign forms" button to end exam and proceed to signing the documents.
• Review the information on these forms to ensure accuracy.
• There are 2 forms you will be signing; the form "605" and the "CSCE."
• Click on the Form 605. This is your application to take your exam today. Check your personal information for accuracy then click close.
• Click on the Form CSCE. This is your Certificate of Successful Completion of Exam. It will have 3 VE signatures that certify you took and passed your exam. The red "Draft" will be removed after we have signed and processed it for sending to you. If that all looks good, you can click on the "Close" button.
• Next, after reading the bulleted items above the signature box; you'll need to create a digital signature in the box with your mouse or touchpad.
• Click "sign documents" when done
• Click "Finish session"
• Click "Log Out"
• What will happen now is, 3 VEs will sign the forms [done in Exam Tools by clicking on the icon with the pen – Note that this requires the VE password]. The VE Session Manager will email the completed CSCE to you and submit the forms for processing. In most cases, you will have your license in the next business days.

Failing Grade: (READ ONLY TO EXAMINEES THAT FAIL THEIR EXAM)
• Encourage the candidate to study for the exam at hamstudy.org. Explain the difference between Study Mode and Practice Exams. [Study Mode will ensure that the candidate sees every question in the question pool, and is drilled more frequently on questions that they have difficulty with. Practice Exams contain random questions from the question pool, and there is no guarantee that the candidate will see every question.]
• [Note that 3 VEs must sign the forms even if the candidate fails the exam.]