

Appendix 5

Session Leader Responsibilities

Updated 22 March 2024

1. The Session Leader is an appropriately qualified (e.g., Must have an Amateur Extra class license) and LARC VEC accredited VE in charge of conducting an exam session. Typically, the Team Leader is the Session Leader. However, the Team Leader may designate a Deputy Team Leader to conduct an exam session, especially during his/her absence.
2. The Session Leader will ensure the session activities and tasks described in Appendix 8 are performed in accordance with the FCC rules and instructions, Laurel VEC policies and instructions, and the team's policies and instructions, as appropriate.
3. The Session Leader will immediately address and resolve the following issues brought to their attention by VEs during an exam session and take action as deemed appropriate. In doing so, the Session Leader will exercise discretion.
 - 3.1. Failure of VEs, including the Session Leader, to comply with FCC rules and/or LARC VEC policies.
 - 3.1.1. Make corrections if required or explain why corrections are not required.
 - 3.2. Failure by applicants to comply with VE instructions.
 - 3.2.1. Evaluate the situation and determine the severity, and decide on a course of action (e.g., warn the applicant or terminate the applicant's participation in the exam session).
 - 3.3. Suspected cheating by an examinee.
 - 3.3.1. Continue to monitor the examinee. If possible, have additional VEs observe the examinee. If and until cheating is confirmed, treat the applicant like any other applicant.
 - 3.4. Confirmed cheating by an applicant.
 - 3.4.1. When an examinee is caught cheating, and there are sufficient numbers of qualified VEs present, continue the exam session. **Note:** You may have to reassign the duties of some VEs in order to continue the exam session.
 - 3.4.1.1. Discreetly ask the examinee to step away from where they are taking the exam and inform the applicant that one or more VEs observed them cheating.
 - 3.4.1.2 Describe the act of cheating that was observed.
 - 3.4.1.3. Inform the examinee that they cannot continue to participate in the exam session and request that they leave the testing venue.

3.4.2. When an examinee is caught cheating, and without your presence as an administering VE, there are no longer sufficient numbers of qualified VEs to continue the exam session, you must halt the exam session.

3.4.2.1. Announce that the exam session is halted. Instruct the examinees to remain seated and to close their exam booklets. They are to remain seated until the exam session continues.

Note: The two remaining VEs will observe the examinees to ensure compliance.

3.4.2.1.1. Ask the examinee who was caught cheating to step away from where they are taking the exam and inform the applicant that one or more VEs observed them cheating.

3.4.2.1.2 Describe the act of cheating that was observed.

3.4.2.1.3. Inform the examinee that they cannot continue to participate in the exam session and request that they leave the testing venue.

3.4.3. The results of any exams taken by an examinee caught cheating will be treated as failed exams and the answer sheets will be marked with the word "**CHEATED**". All exam results will be entered into SessionManager as "Failed".

3.4.4. Notify your Regional Coordinator and Team Leader, if applicable, of all incidents of cheating.