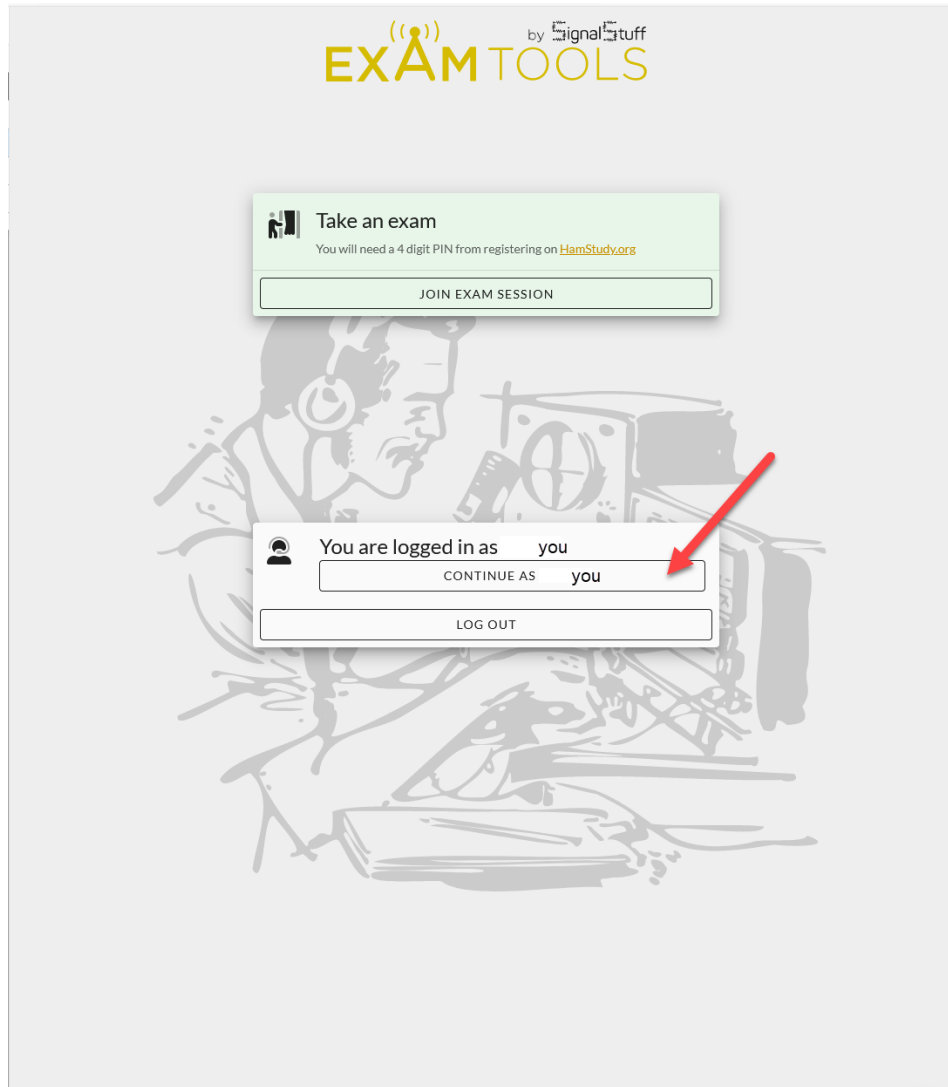


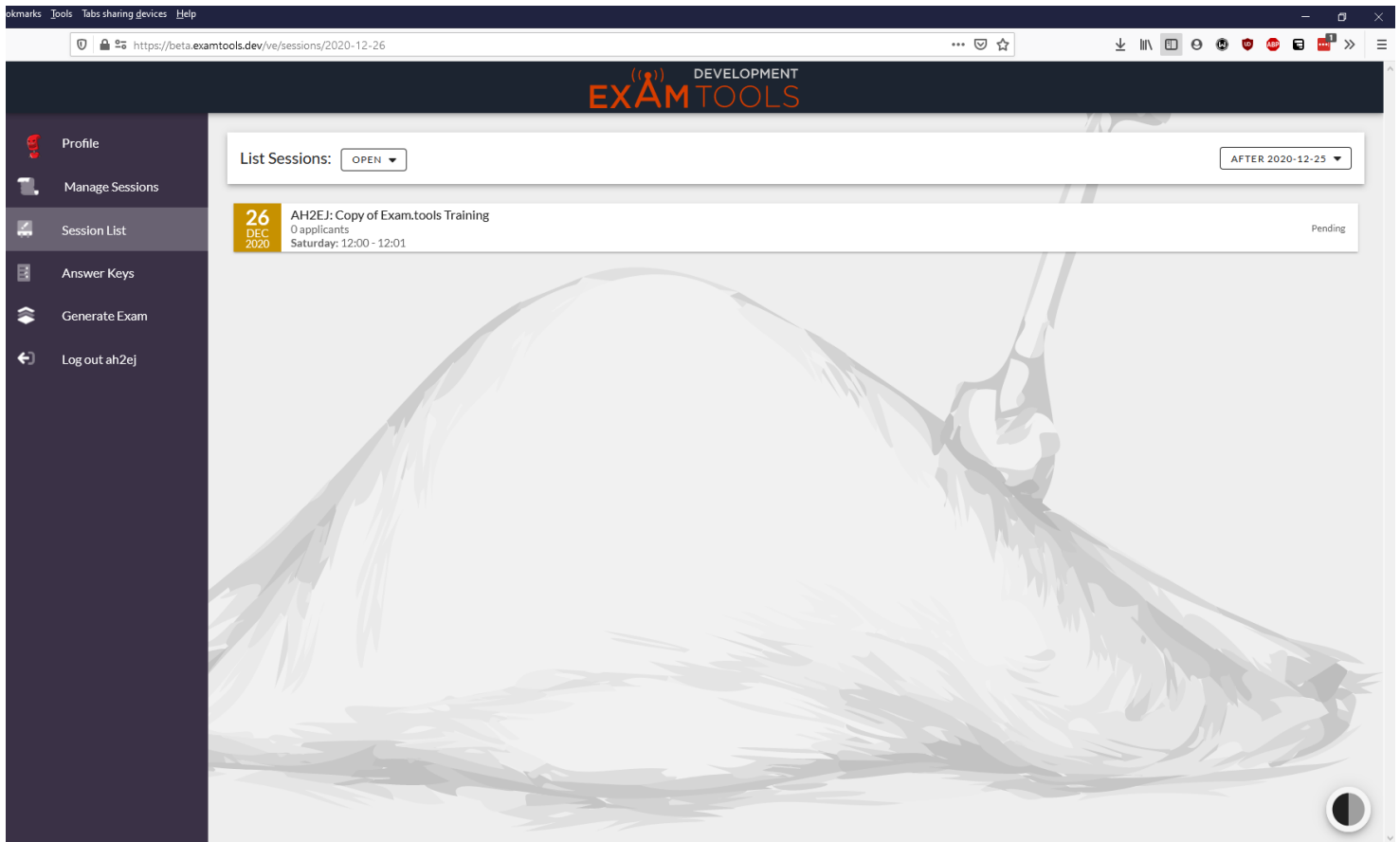
Your responsibility is: **Team lead**

## BEFORE THE EXAM START TIME

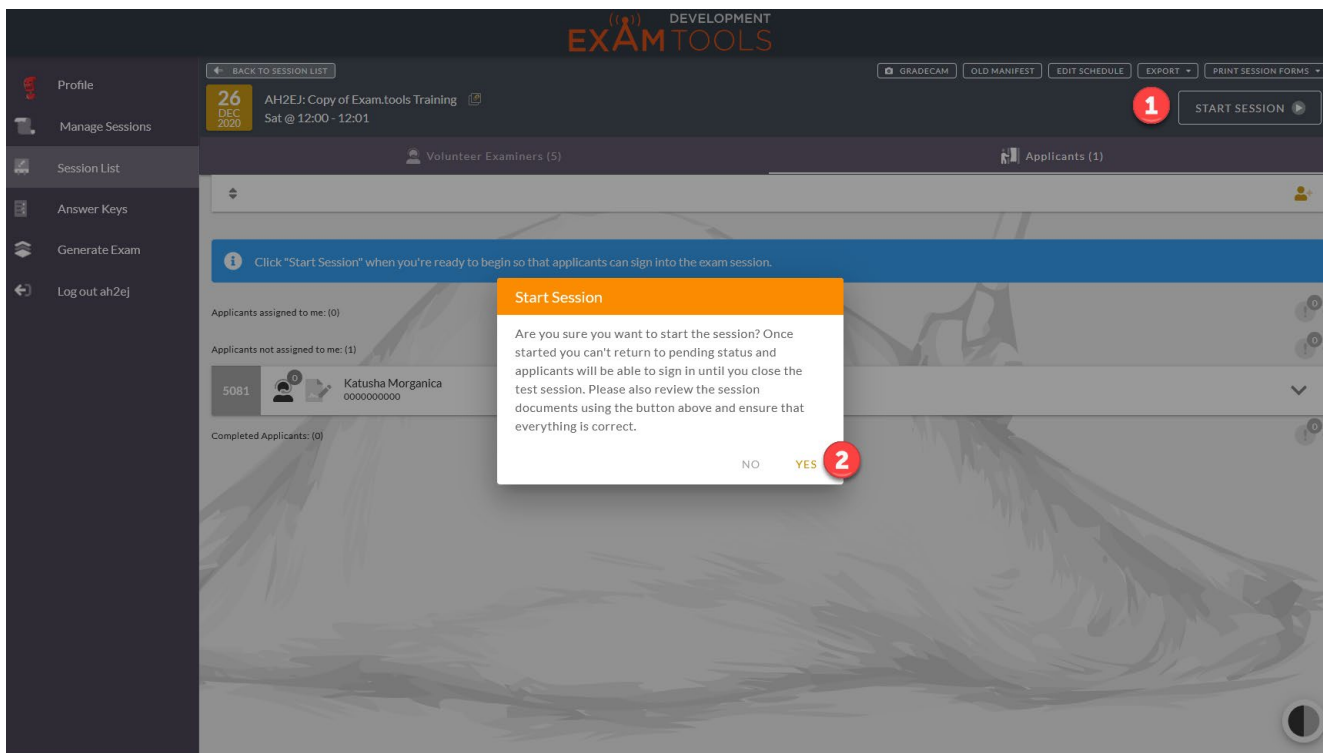
- 1) Go to <https://exam.tools>
- 2) Assist with exam and login or (you are logged in as you) Select **Continue as you**



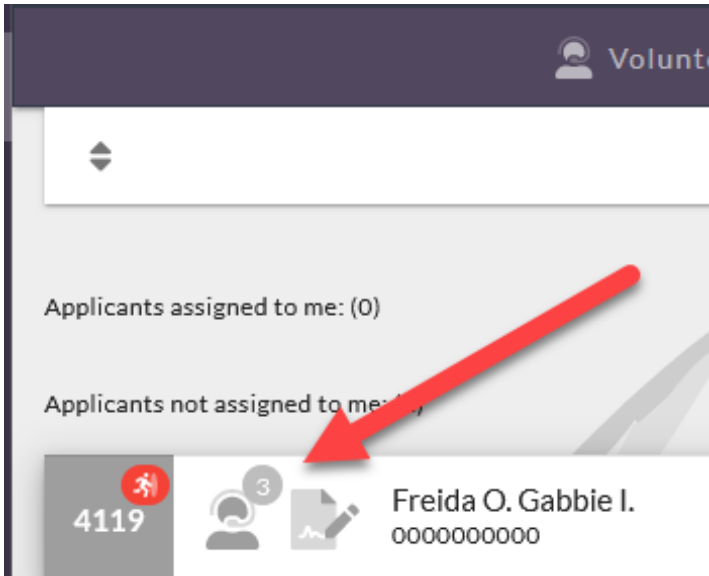
### 3) Select the session for today



### 4) Start session



- 5) Start Zoom session (preferred to use waiting room to leave applicants outside until all VE's are ready with their roles)
- 6) Verify you have 3 ve's for the applicant as seen with the 3 next to the person with the microphone



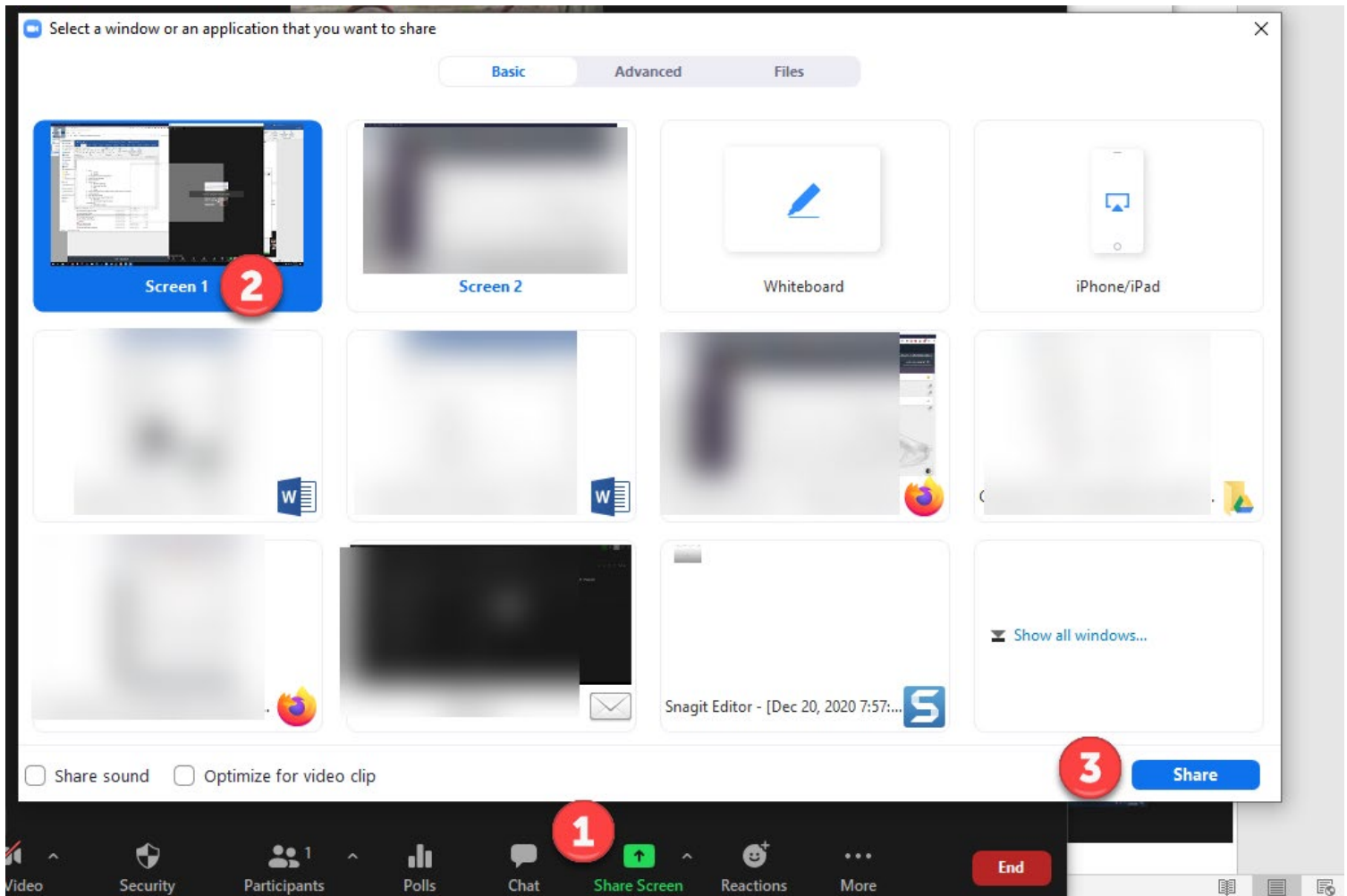
- 7) Bring in applicant into room
  - a. Make sure to establish the required video feeds

## Once ready proceed

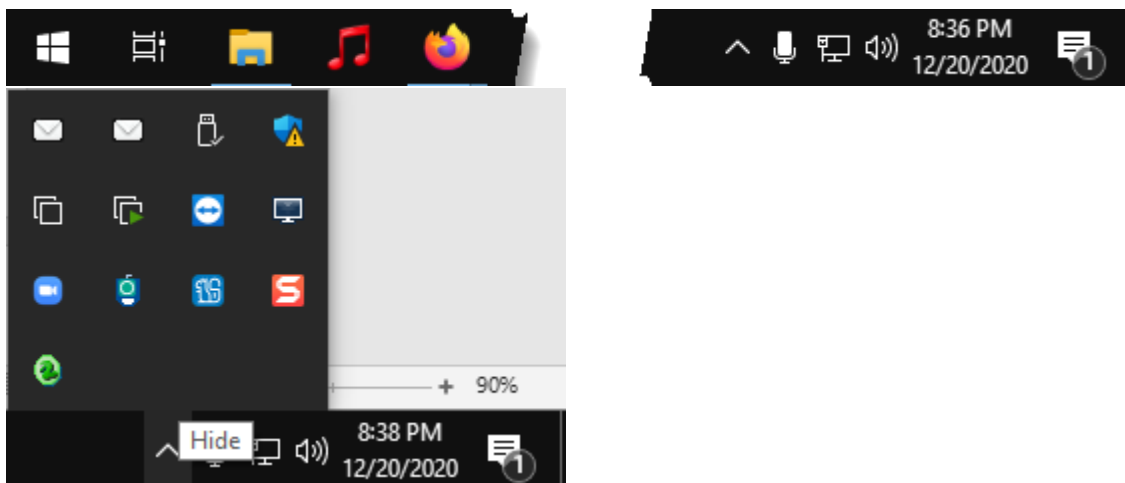
- 8) Intro
  - a. Call sign
  - b. Location
  - c. Go around the room for introductions.
- 9) Verify ID (Front and back)
- 10) Paper/ calculator?
- 11) Room View
  - a. 360 view waists high
  - b. View screen for notes
  - c. Floor

#### d. Ceiling

- 12) Have applicant Share screen (Green box in middle and share whole screen not window)



- 13) Verify nothing is running and that the 2<sup>nd</sup> screen is disabled/off also the system apps are shut down if they can be shutdown



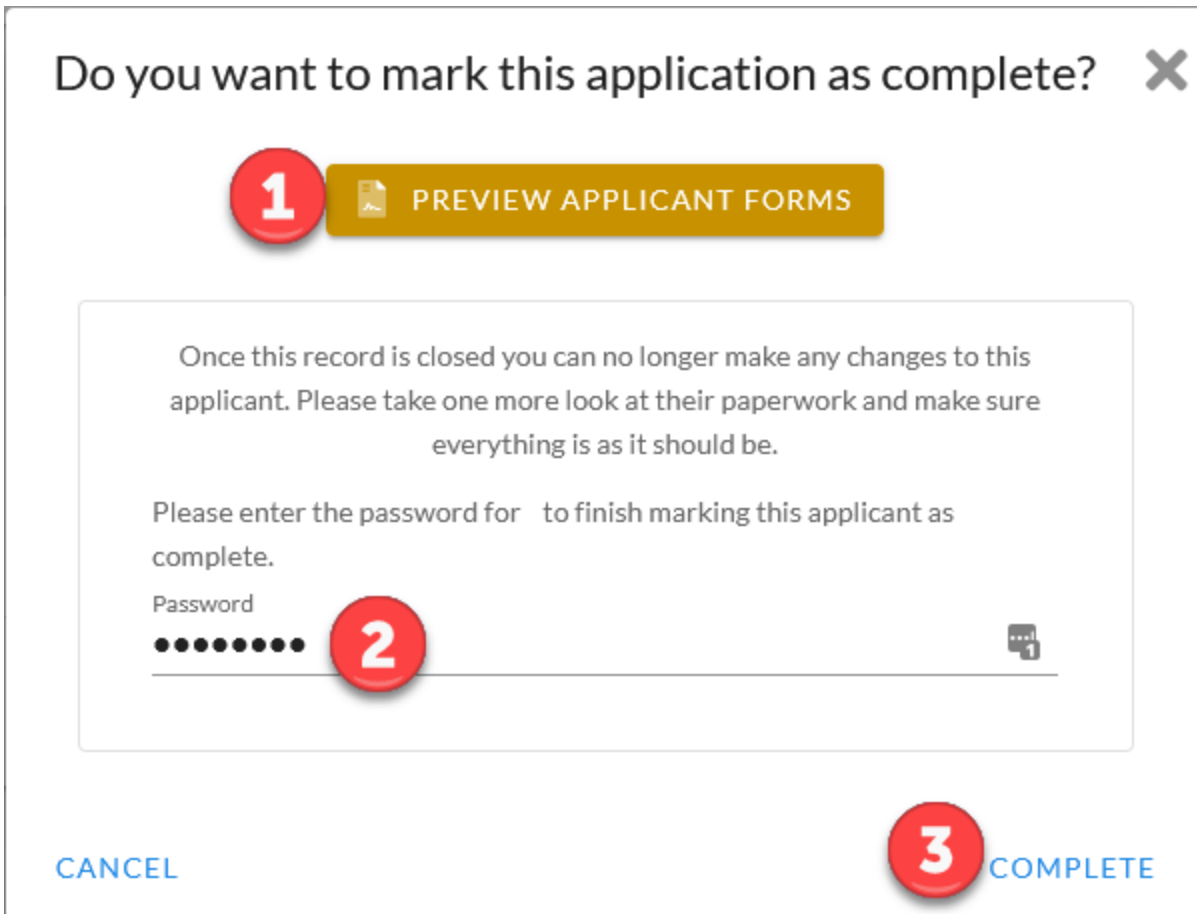
- 14) Ask if everyone is good.  
15) Open Web browser and go to Exam.Tools  
a. Enter info.

- b. Ask approver to approve session.
- 16) Review info
  - a. Remind applicant
    - i. Mail address is public.
    - ii. Email and phone are private and will not get shared.
- 17) Ask approver to approve again.
- 18) How to use test (like hamstudy.org)
  - a. ABCD will advance auto.
  - b. Mouse you will have to auto advance.
  - c. Top bar
  - d. Right # of questions left.
  - e. Left has any skipped questions.
  - f. Go ahead and we will mute and hide...if you have any questions please feel free to ask.
- 19) Grade exam
  - a. Authorize as VE.
- 20) Finish and sign forms
- 21) Finish and sign forms
- 22) View 605 form.
  - a. Make sure Felon box is filled out correctly
  - b. Pretty version of info being sent to fcc.
  - c. Bottom has 6 bullets that say you certify and verify you agree and then select close (might be under videos)
- 23) Review CSCE
  - a. Just a draft and final will have signatures for final.
- 24) Name in box
- 25) Signature
- 26) Select Sign documents
- 27) Finish session
- 28) Logout

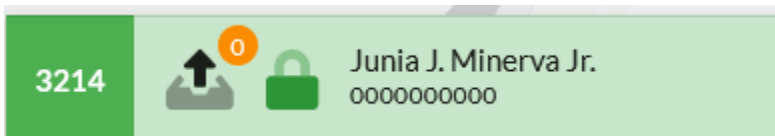
- 29) Quit sharing
- 30) Applicant will leave
- 31) Verify ve's have signed session
- 32) Once complete the mark complete box will be clickable



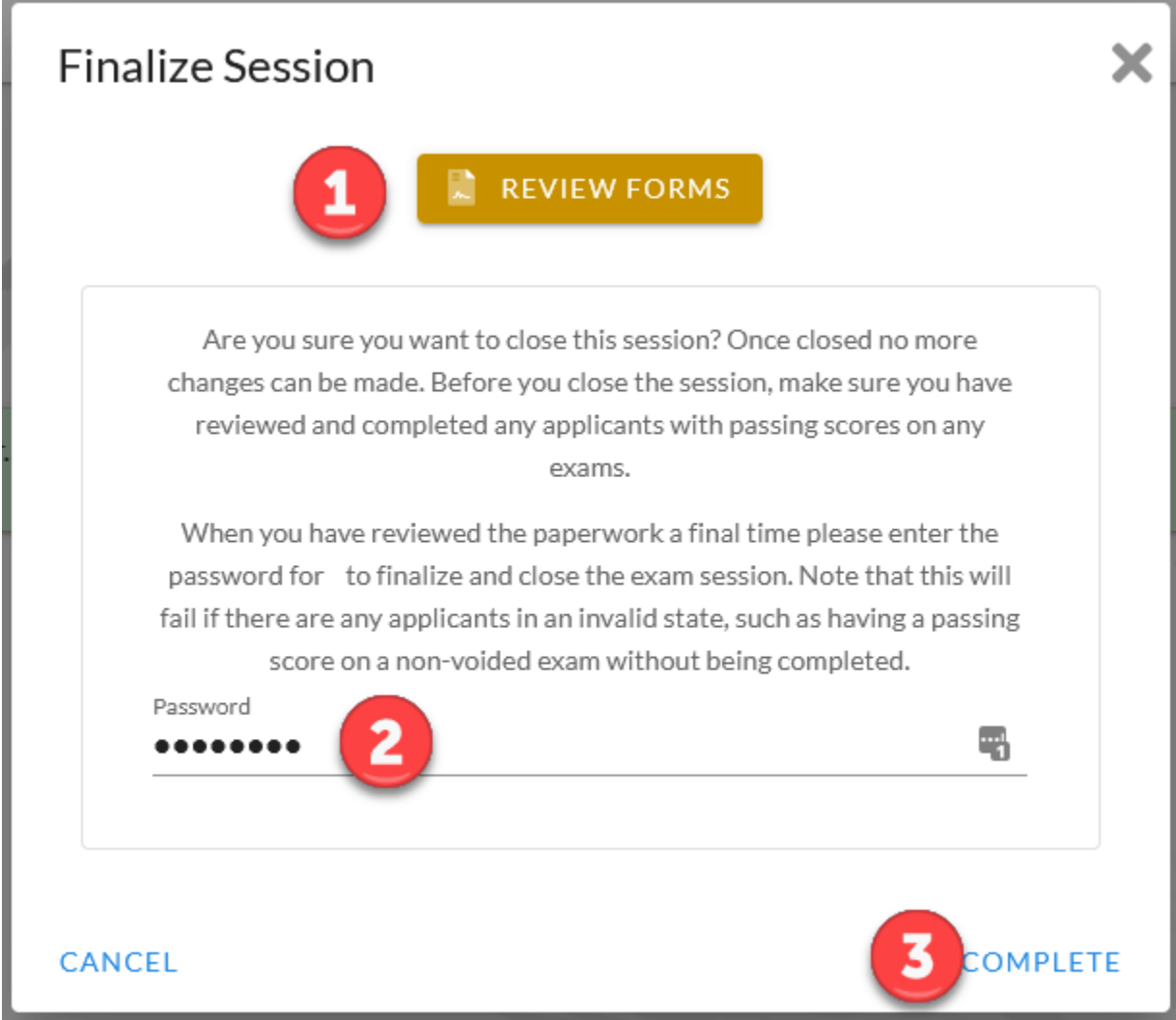
- 33) Preview the applicant forms, Enter password, and click complete



- 34) Applicant is now green and locked, press outbox icon to email CSCE to member

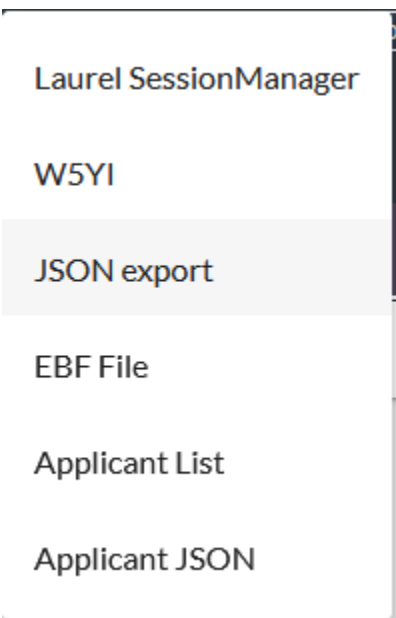


- 35) Either move on to next applicant or finalize session
- 36) Select finalize session
  - a. Review forms for accuracy
  - b. Enter password
  - c. complete



37) prepare to upload ARRL files

38) Export Json export file



39) Print session forms

a. Final forms

Laurel SessionManager

W5YI

JSON export

EBF File

Applicant List

Applicant JSON

40) Upload files to the secret squirrel website