

ROOM LEAD TESTING FORMAT

BEFORE THE EXAM

***** USE THE "ASK FOR HELP" BUTTON WHILE IN BREAKOUT ROOMS FOR DIRECTION ON CONCERNS*****

- Room lead ALWAYS verifies VE's are RECORDING before greeting applicant (Participants List - Red Dots)
- Respectfully, ALWAYS allow your Room Leads to lead.
- Verbal Consent to Recording the test session.
- Photo ID Check – VEs remain silent, giving a 'thumbs-up' if they can verify it.
- **360 Room Scan:**
 - The entire team takes note during uninterrupted scan.
 - Room lead ONLY addresses conflicts, then PAUSES to ASK for additional team input
- (If Not Seen Already) Smart Watch / Ear Buds / Cell Phone - ensure out of reach & show location.
- Share Screen (Windows/Mac= GREEN Share Button Followed by BLUE Share Button)
- Examine Operating System - Running Applications / Hidden Desktop Icons Caret
 - Right Click & Close/Quit/Terminate ALL unrecognized applications in Caret area (IMPORTANT!)
 - Press and Hold ALT (or CMD on a Mac), followed by a tap on TAB Key to reveal active applications.
- Terminate running applications: Mail, Music, Word, Excel, Steam, Discord, Teams, Skype, Games, Etc.
- Start Calculator if desired, clearing history and memory
- Applicant Launches Web Browser of their choice.
- Navigate to Exam.Tools or Examtools.org
- Click on Join Exam Session, Enter Team Identifier & PIN Clicking on JOIN SESSION
- ASK a VE to admit applicant to session, PAUSING to allow admitting VE to give verbal feedback.
- Admitting VE now immediately clicks on "Assign to Me" in Exam Tools for the active applicant.
- Direct applicant to verify information displayed (Accuracy check 1/4) (We've ALREADY verified the FRN)
- Direct Applicant to click on Start Exam.
- ASK another VE to start an exam for the applicant, PAUSING to allow exam generator to give verbal feedback.
- BRIEF Exam Navigation:
 - It's a simple continuous webpage! Click on your desired answer and scroll to the next question.
 - Grade Exam button submits test. VE team will mute, applicant's mic & camera stay on.
 - What questions might you have for your test team?

AFTER THE EXAM

- Once complete, ASK a third VE to grade exam, PAUSING to allow verbal feedback.
- Ask applicant if prepared for next exam. Offer opportunity to challenge the next element if prepared.
- Congratulate Applicant if applicable. Failed exam? Suggest the use of HAMSTUDY.ORG for better results
- Direct FAILED applicant to log out of Exam Tools, using LOG OUT icon on their screen, & stop screen share.

SIGNING DOCUMENTS

- Direct applicant to REVIEW the information on their screen for accuracy (*Accuracy check 2/4*)
- Review 605 form with applicant.
 - Direct applicant to review each field for its' accuracy (*Accuracy check 3/4*)
 - Direct applicant to the 6 "I Certify That" Bullet points. Do Not Interpret / Summarize.
- Direct applicant to blue CSCE ribbon.
 - Review CSCE and advise it will be signed by all and emailed soon. (*Accuracy check 4/4*)
- Direct applicant to review 4 Bullet points referencing electronic signature. Do Not Interpret / Summarize.
- Direct applicant to type their name on the line below the **RED** sentence.
- Direct your applicant to apply their signature in the box at the bottom of the document.
- Direct applicant to click on "Sign Documents", then "Finish Session" followed by "Log Out".
- Ask applicant to stop their screen share using the **Red Stop Share** at the top of their screen.

OUT BRIEF

- Congratulate applicant, advise them to expect FCC email, paying application from PC, not mobile devices.
- Advise your applicant to NEVER modify their application with the Commission, and to pay within 10 days.
- Direct applicant to leave meeting on 2nd device, if applicable.
- Direct applicant to the next **2 Blue Buttons** on bottom right. Both Leave Room & Leave Breakout Room
- Once applicant's device(s) leave meeting, ROOM LEAD inquires of team, if all agree the exam can be certified.
- VE's Sign Documents

Thank you for diligently following this expedited format. Your attention to these details in sessions reflects favorably on your team as well as on the VEC program that we are part of.