

ROOM LEAD TESTING FORMAT

BRIEF GREETING TO APPLICANT & WELCOME FROM VE TEAM. (WARM SMILE/INVITING TONE/HAPPY FACES/WAVES)

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

- Respectfully, ALWAYS allow your Room Leads to lead, thank you!
- Photo ID Check – VEs remain silent, giving a ‘thumbs-up’ if they can verify it.
- Room Lead pauses while 2 VE’s begin recording (Participants List - **Red Dots**)
- Following automated recording announcement, obtain applicant’s Verbal Consent to Record the test session.
- **360 Room Scan:**
 - The entire team takes note during uninterrupted 360 scan.
 - Room Lead ONLY addresses conflicts @ end of scan, 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 unnecessary applications listed in “Show Hidden Icons” area.
 - If Show Hidden Icons Caret is not visible, inspect icons to the left of windows clock.
 - Press and Hold WINDOWS KEY (or CMD on a Mac), followed by tapping on TAB Key to reveal active applications and any additional desktops in use. Close additional desktops if in use.
- Terminate running applications: Mail, Music, Word, Excel, Steam, Discord, Teams, Skype, Games, Etc.
- Open Calculator if desired. If the calculator was already open, clear history & memory.
- Invite applicant to launch Web Browser of their choice. Navigate to Examtools.org
- Applicant clicks on Join Exam Session, Enters 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 briefly verify information displayed (*Accuracy check 1/4*) (We’ve ALREADY verified 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.
- Assign verbally, additional VE NOW to instantly grade when complete, without need for prompting by lead.
- VERY 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. Our VE team will mute.
 - What questions might you have for your test team? Good luck!

- VE teams' focus remains on applicant, avoiding distractions while observing exam progress. **STAY ATTENTIVE!**

AFTER THE EXAM

- Assigned VE **IMMEDIATELY** grades exam, as action item appears **WITHOUT** prompting from Room Lead.
- 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, using BACK ARROW and BRACKET icon on the screen, & stop screen share.

SIGNING DOCUMENTS

- If applicant is done testing, VE recording R2 stops their recording.
- Direct applicant to REVIEW the information on their screen for accuracy (*Accuracy check 2/4*)
- Review **BLUE RIBBON** Quick Form 605 form with applicant.
 - Direct applicant to briefly review each field for its' accuracy (*Accuracy check 3/4*)
 - Direct applicant to 6 "I Certify That" Bullet points. Do Not Interpret / Summarize/Paraphrase. CLOSE
- Direct applicant to **BLUE RIBBON** CSCE.
 - Review CSCE advising it will be signed & emailed soon. This is PROOF of passing (*Accuracy check 4/4*)
- Applicant reviews 4 bullet points relating to their electronic signature. Do Not Interpret / Summarize.
- Direct your 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 fee from PC, never a mobile.
- Advise your applicant to **NEVER** modify their pending application with the FCC, and to pay within 10 days.
- Direct applicant to leave meeting on 2nd device, if applicable.
- Direct applicant to the "Leave Room" on bottom right, followed by Leave Breakout Room
- Once applicant's device(s) leave meeting, **ROOM LEAD** asks team if **ALL** agree the exam can be certified.
- VE recording R1 should stop recording once team certifies exam administration.
- VE's Sign Documents.

Thank you for diligently following our 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.