

ROOM LEAD TESTING FORMAT

PLEASE USE THIS TEMPLATE AS A GUIDE IN YOUR OWN LEAD OF AN EXAM.

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

- 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.
- Lead pauses while 2 VE’s begin recording (Participants List - Red Dots X2!)
- Obtain applicant’s Verbal Consent to Record the test session.
- **360 Room Scan:**
 - The entire team takes mental notes during an uninterrupted 360 scan.
 - Room Lead ONLY addresses conflicts at end of scan, then PAUSES to ASK for additional team input
- Smart Watch / Smart Eyewear / Ear Buds / Cell Phone - ensure out of reach & show location.
- Share Screen and 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.
 - Reveal active applications or additional desktops in use. Close additional desktops now.
WINDOWS: Press and Hold WINDOWS KEY, followed by tapping TAB Key
MAC: Keystroke is CTRL and Up Arrow
- SCREEN MIRRORING Enabled?
WINDOWS: Press WINDOWS Key plus the “P” key and ensure PC ONLY SCREEN is selected
MAC: Open Control Center (2 sliders) locate Screen Mirroring, ensure screen icons are greyed out (Clear)
DISABLE Apple Intelligence: *IMPORTANT*
Click on Apple, select System Settings, select Apple Intelligence, move slider to disable.
- Terminate unneeded applications: Mail, Music, Word, Excel, Steam, Discord, Teams, Skype, Games, Etc.
- Invite applicant to launch Browser of their choice. Navigate to Exam.Tools
- Invite the use of an on-screen calculator. Clear memory if already opened. New calculator opens initialized.
- Applicant clicks on Join Exam Session, Enters Team Identifier & PIN Clicking on JOIN SESSION
- Lead will direct a VE to admit applicant to session, PAUSING to allow 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.
- Direct second VE to start exam for the applicant, PAUSING to allow VE to give verbal feedback.
- Assign verbally, 3rd VE NOW to instantly grade when complete, without need for prompting by lead.

- **VERY BRIEF** Exam Navigation: It's a continuous webpage! Click on the desired answer and scroll to the next question.
- Grade Exam button submits test. Our VE team will mute. Invite applicant questions prior to test. Good Luck!
- VE teams focus remains on test applicant, avoiding distractions while observing exam. **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. If prepared, offer opportunity to challenge the next element.
- Congratulate applicant if applicable. Failed exam? Suggest the use of HAMSTUDY.ORG for better results
- Direct **FAILED** applicant to log out, using **BACK ARROW** with **BRACKET** icon on their screen, & stop screen share.

SIGNING DOCUMENTS

- If applicant is done testing, VE recording R2 stops their recording now.
- 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 briefly review 6 "I Certify That" Bullet points. Do Not Interpret / Summarize/Paraphrase.
- 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 applicant to type their name below the **RED** sentence, and sign in the box at the bottom of the page.
- 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. Thumbs up?
- VE recording R1 should only stop recording, once team certifies exam administration.
- VE's Sign Documents. **BEFORE** leaving the breakout room to main session, lead **ENSURES** that recordings are stopped

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.