

RECORDINGS: Volunteer Examiner (VE) Guide

Are you a recorder? If you're new to capturing Zoom recordings, please wait until you've been properly oriented before volunteering. Recording requires specific Zoom settings, and training must come directly from team leadership, not others.

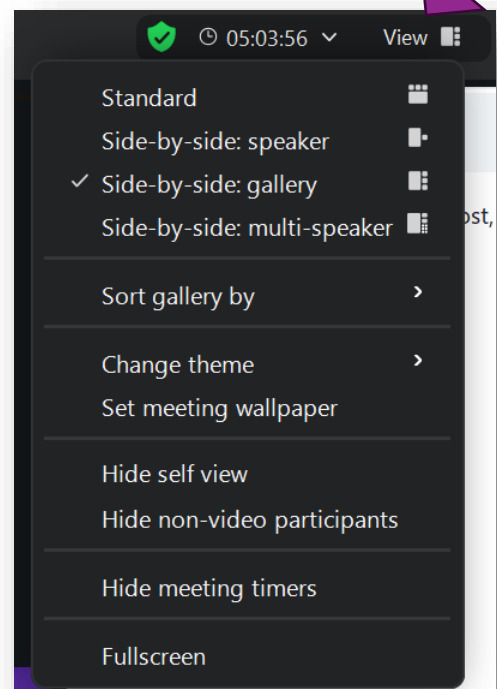
To strengthen exam documentation, we secure **three Zoom recordings** during each test session. To accomplish this, all VEs are granted recording privileges.

While in your breakout room:

- Click the **Participants** button to verify that three recordings are active.
- A small red circle appears next to any participant who is currently recording.
- If you're unable to record, it likely means we haven't granted permission yet. Click the **Ask For Help** button so leadership can join your room and enable recording.

Quick Notes for All Recorders

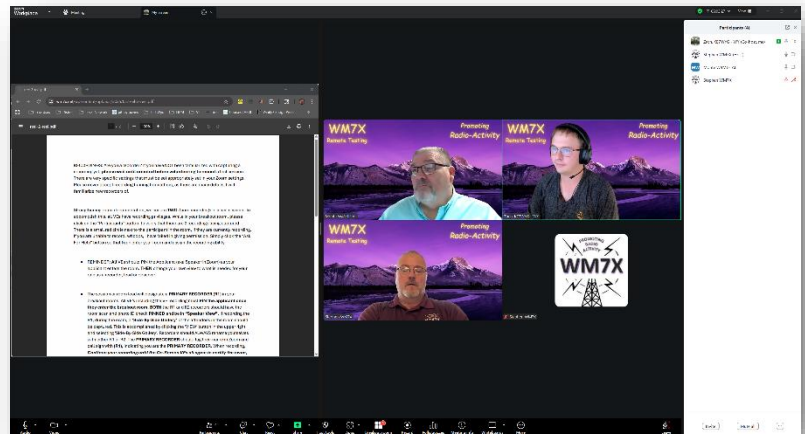
- **Rename yourself** with R1, R2, or R3:
 - Format: First Name, Call Sign – State (R1)
 - Example: Stephen, WM7X – WA (R1)
- **PIN the applicant** as soon as they enter the breakout room.
- **Adjust your Zoom view** based on your recording assignment (in the top right, click on View).
- **Monitor the participant list** (especially if you're R2 or R3) to ensure no one drops out. If someone disconnects, click **Ask For Help**.



Recorder Roles & Responsibilities

R1 – Primary Recorder & Lead

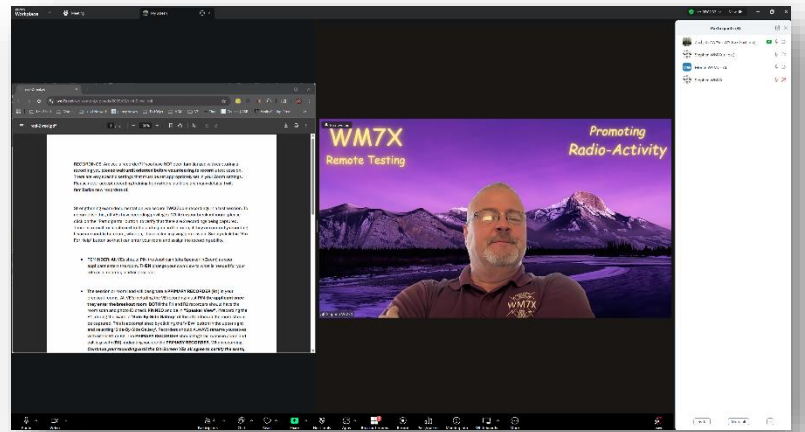
- Use **Side-by-Side Gallery View**:
 - Click **View** in the upper right corner.
 - Select **Side-by-Side Gallery**.
 - Drag the divider to achieve a 50/50 split between webcams and screen share.
- Record continuously until the on-screen VEs conclude certification (typically with a thumbs-up or thumbs-down gesture).
- Stop and restart the recording between each applicant.



Recording 1

R2 – Applicant Face View & Shared Screen

- PIN the applicant upon entry.
- Use **Side-by-Side Speaker View**:
 - Maintain a 50/50 split between the applicant's face (via their computer webcam) and their shared screen.
 - This view excludes other VEs.
- Stop recording once the applicant begins reviewing forms and verifying information.



Recording 2 or 3 [3 would just make the screen share smaller]

R3 – Applicant Computer Screen & Shared Screen

- PIN the applicant upon entry.
- Use **Side-by-Side Speaker View**:
 - Maintain a 20/80 split between the applicant's second-device screen and their webcam.
 - This view excludes other VEs.
- Stop recording once the applicant begins reviewing forms and verifying information.

Uploading Recordings

If a recording is to be retained for review:

- Render and rename the video file using applicants name and session PIN.
- Promptly upload your videos to the Dropbox archive: [Upload Here](#)

Final Note

Thank you for your volunteer spirit and for stepping up as a recorder. You are a vital part of our team, and we're proud to serve alongside you as we promote this precious hobby. Your attention to detail and commitment to transparency help make our sessions smooth, secure, and welcoming to all.

