

Organizing a Mega-VE Session

(to serve Electrical Engineering
students at UC Berkeley)

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September, 2018

The Problem

- The session is held at UC Berkeley on a weekday evening
- The session can't last more than 3 hours
- There can be up to 80 candidates
- For each candidate;
 - \$15 must be collected
 - Three VEs must check photo ID, 605 form, and signatures
 - Three VEs must grade each test (1-3 tests per candidate)
 - Three VEs must verify and sign the completed 605 form
 - Three VEs must verify and sign the completed CSCE form
- In the end, candidates and VEs must all remain sane!

What Needs Doing?

- Allow multiple tests per candidate
- Keep throughput up, and pandemonium down
- Accuracy, accuracy, and more accuracy!
- Keep it fun for the VEs, so they'll come back!

How?

- Require candidates to preregister at a website
- Offload *all* possible paperwork, before *and* after
- Make it an “assembly line”
- Document a work flowchart for VEs
- KISS (Keep It Simple, Stupid)
- Keep fixing the process each year

Please fill in the form completely and accurately. It is especially important that you enter your correct email address and phone number as this is the only way the Volunteer Examiner (VE) can contact you to let you know you've been enrolled in the exam session or if further information is required. Also, your name (first name, middle initial if you have a middle name, and last name) must be entered on the form exactly as they appear on your government-issued photo ID.

Make sure the form is complete and accurate before clicking the SUBMIT button. * Indicates a required input field

FRN (10 digits with leading zero):	<input type="text" value="0123456789"/>	*
Email:	<input type="text" value="janeqstudent@anymail.com"/>	*
Retype Email:	<input type="text" value="janeqstudent@anymail.com"/>	*
NAME MUST MATCH WHAT'S ON YOUR GOVERNMENT-ISSUED PHOTO ID.		
First Name:	<input type="text" value="Jane"/>	*
1st Letter of Middle Name:	<input type="text" value="Q"/>	
Last Name:	<input type="text" value="Student"/>	*
Street Address:	<input type="text" value="120 Mydorm Rd. #30"/>	
	*	
Address Continued (if needed):	<input type="text"/>	
City:	<input type="text" value="Berkeley"/>	*
State (2 Char, e.g. CA):	<input type="text" value="CA"/>	*
5-digit Zip Code:	<input type="text" value="94709"/>	*
Area Code & Phone Number:	<input type="text" value="(510) 555-5555"/>	
	*	
Have you ever been convicted of a felony by any state or federal court?	<input type="radio"/> Yes *	
	<input checked="" type="radio"/> No	
Which exam(s) would you like to take? Check all that apply	<input checked="" type="radio"/> Technician	
	<input type="radio"/> General	
	<input type="radio"/> Extra	
IF YOU ARE ALREADY A HAM:		
Do you want your callsign changed systematically if you pass a test?	<input type="radio"/> Yes	
	<input type="radio"/> No	
Current Callsign:	<input type="text"/>	

Add a message to the VE (optional):	<div>May I bring my parrot?</div>
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Submit

Thank you for registering for the amateur (ham) radio test to be given at 438 Soda Hall, Wednesday, March 15, 2017. Please arrive at 7 p.m. Enter Soda Hall via the east door (from Leroy Ave.), and wait in the hallway. You will be asked to enter one by one. No more candidates may enter after 8 p.m., even if preregistered.

We will use the information you gave us to fill out and print an NCVEC 605 form for you, which you will see and sign at the test session. For information on what's on the 605, see <http://www.arrl.org/ncvec-form-instructions> and choose "Exam Applicants or Individuals." Also, you are required to read "Additional Information for Amateur Radio Operators" <http://www.arrl.org/files/file/VEs/RF%20safety%20Info%20Oct%202016%20vec.pdf>.

Bring the following to the exam session:

- 1) Government-issued photo identification: for example, a driver's license or passport. (If you don't have a government-issued photo ID, see <http://www.arrl.org/what-to-bring-to-an-exam-session> for more info.)
- 2) The original and a photocopy of your **FCC issued Amateur Radio License** (if currently licensed). To print an "original" and a "reference copy" of your license see <http://www.arrl.org/obtain-license-copy>
- 3) The original and a photocopy of any **CSCE** (Certificate of Successful Completion of Examination) that you want to use as an examination element credit.
- 4) The original and a photocopy of any other supporting documentation for an examination element credit that you may claim (for example, pre-1987 Technician Element 3 credit).
- 5) The \$15 test fee, which covers one test attempt for any or all of the three examination elements. **Only cash (exact change preferred) or checks payable to "ARRL-VEC" are accepted.** (Sorry, no credit or debit cards, and no PayPal.)
- 6) A pen and two pencils.
- 7) A clipboard, if you have one.

When you arrive at the session, you'll be given answer sheets for every test element(s) (Technician, General, and/or Extra) you registered to take. You will not be able to decide at the session to add additional elements. There will be no re-testing (with another test version) if you fail an element. Once you have a test booklet in-hand, a Volunteer Examiner (VE) must accompany you if you need a "bio break," so please plan ahead.

The examination is a closed-book test. All personal belonging must be powered off and stowed during your entire time in the testing area. We have a supply of simple calculators for you to borrow. You may use the back of your answer sheet for scratch paper. There will be a lot of candidates at this session. We will do our best to give you all the tests you requested, but cannot guarantee it. Processing a test, once you take it, is a paper-intensive exercise for the VEs. Please be patient and wait quietly for us to finish. All tests are graded on-site, and you will be told the test results. If you successfully complete any examination element, you will be issued a CSCE as proof.

If you are not already a ham, and pass a test at this test session, after about 7-15 days you can check the **FCC ULS Website** to see your FCC-issued call sign. Once you know your call sign, you can get on the air. For information on the Amateur Radio Relay League (ARRL) East Bay Section, see <http://www.arrleighbaysection.org/>.

Good luck!

EBARC/ORCA/ARCA ARRL VE Amateur Radio Test Session

Name: **Jane Q Student**

Date: **02-07-2018**

Email: **janeqstudent@anymail.com** Phone: **(510) 555-5555**

Callsign: _____ Class: _____ Expires: _____

CSCE (element, date, location) _____

☐ Original License

☐ Original CSCE

☐ Photo ID

☐ License Copy

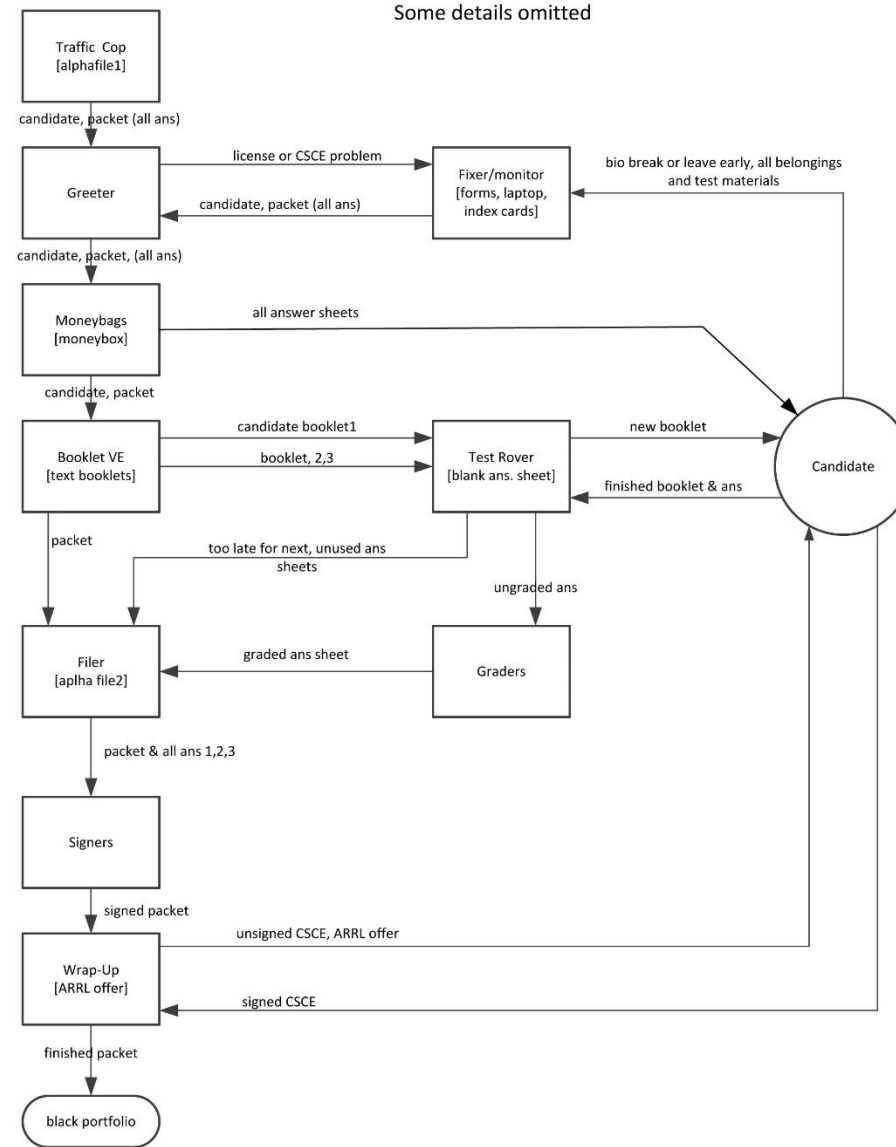
☐ CSCE Copy

☐ Fee

	2 Technician	3 General	4 Extra
Test Desired	X	X	X
Test Results			

Roles for VEs (requires 14 VEs)

- Liaison, aka Traffic Cop, aka Fixer/Monitor
- Greeter
- Moneybags
- Booklet VE
- Test Rover (2)
- Filer
- Grader (3)
- Signer (3)
- Wrap-Up



1) Incoming candidate:

a) Retrieve top packet from stack created by Booklet VE, and file in alphabetic file #2.

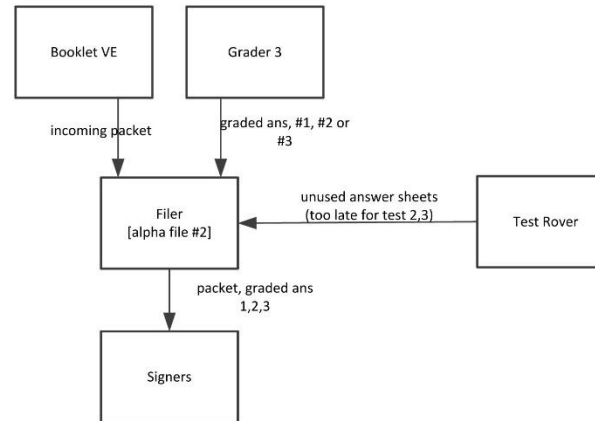
2) Grader 3 has a graded answer sheet:

a) Retrieve top answer sheet.

b) Find candidate's packet from alphabetic file #2. Put the answer sheet at the back of it in order; Tech/General/Extra.

c) Mark the packet's traveler to show the results of this test. If this is the candidate's final answer sheet, put the packet at the bottom of the pile for the Signers. Otherwise, refile the packet in alphabetic file #2.

d) Allow this task to interrupt newly arriving candidates.



3) Candidate wants additional test, but there's no time to administer it:

a) Test Rover will have unused answer sheets from candidate. Ask Test Rover which tests are being skipped. On each blank answer sheet, write the class (Tech/General/Extra) and "too late" across the sheet. File the sheets at the back of the packet.

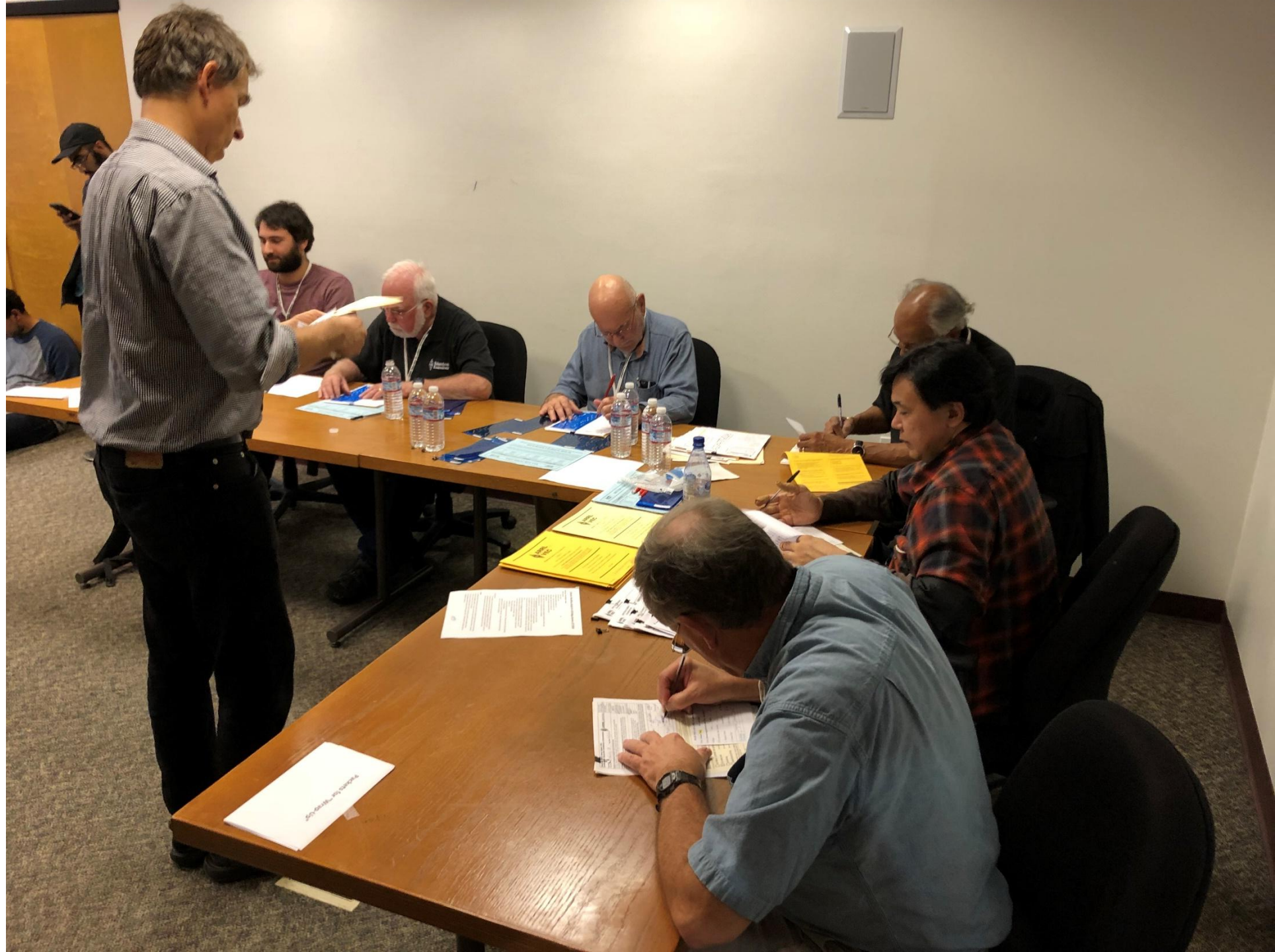
b) On the packet's traveler, write "no time for extra test(s)" and cross out the traveler columns for skipped tests.

c) Refile the packet in alpha file #2, to wait for the just-finished test to be graded.

d) Allow this task to interrupt every other task.







...and the heroes are...

Web application designer: Peter Hoffman, W6DEI
VE, co-writer, flowchart guru: David Haycock, KI6AWR

Participating VEs are;

Michael Curry, KI6TYV, Berkeley
Brandon Curtis, NW6BC, Berkeley
Djovida, KJ6DJ, Richmond
Michael Fischer, K6MLF, Mill Valley
Dick Fletcher, AF9RF, Concord
Anita Flynn, KI6LO, Oakland
Jerry Foster, WA6BXV, Novato
Ray Gaschk, AG6SI, Walnut Creek
Jordan Hayes, KG6UAE, Berkeley
Dave Hodgson, KG6TCJ, Rohnert Park
Randy Jenkins, KA6BQF, Berkeley
Phil Lapsley, N6TCT, Oakland
Miki Lustig, KK6MRI, Berkeley (assoc. prof.)

Peter McElmury, AA6SF, San Francisco
Jeff Miller, KJ6RHF, Rodeo
Bill Newcomb, K6BN, Berkeley
Fred Nieman, W6BBQ, El Sobrante (SK)
Morie Oberg, KK6THM, Richmond
Keith Pageau, N8PDH, Berkeley
Sharon Primbsch, AA6XZ, San Pablo
Emily Siemons, AI6OQ, Walnut Creek
Jim Siemons, AF6PU, Walnut Creek
Ron Smith, KE6RS, Pinole
Fritz Sommer, K6EE, Berkeley (adj. prof.)
Russell Wikander, KI6CEZ, Oakland
Tom Zajdel, AI6CU, Alameda (grad student)