

Amateur Radio Emergency Communication Course Field Examination Information and Instructions

Revised August 2011

Field administered exams are currently offered for the ARRL Amateur Radio *Introduction to Emergency Communication* (EC-001) course and administered by the ARRL Continuing Education Program.

Registration of Exam Sessions

1. All exam sessions must be pre-registered with the ARRL Continuing Education Program. You may register an exam session by submitting the information online at <http://www.arrl.org/register-an-emcomm-class-exam>. Once the exam listing is reviewed by the Continuing Education department it will be released to the website. The exam session will not be posted if it does not include all required information.
2. Session registrations will be posted in our Listing of Emergency Communications Classroom Courses and Exams at <http://www.arrl.org/find-an-emcomm-class-exam>. You may review your listing there and retrieve the ID number assigned to it that you will need to include in your exam session documentation. Examination candidates may also use this search to locate an exam session.
3. In the future, you will be able to edit your listings on our website, but until that functionality is available, please send any changes or corrections to your listing to cep@arrl.org¹

Exam Materials

4. Contact cep@arrl.org to request exam materials for your registered exam session. Order exam materials at least 2 weeks before scheduled exam session dates. Kits are shipped via U.S. First Class Mail.
5. We will supply two versions of the exam to provide the total quantity you will need for your session, along with the essential forms and answer keys. The newest version of the exams can be graded using an ARRL VEC issued Mylar template.
6. In the event that you do not have enough exams for the number of candidates who show up for an exam session, exam booklets may be reproduced, but be sure that all copies of the exam booklet are accounted for after the exam session. None should leave the room.
7. Check the Field Examiner Resource Page at <http://www.arrl.org/emergency-communications-field-examiner-instructions-materials> to be sure you have valid exam booklets for your exam session. This is important if you are intending to use a supply of previously acquired exam booklets.
8. Student Registration (Answer Sheet) forms, the Candidate Roster and the Activity Report transmittal form may be photocopied as needed or downloaded from the

¹ cep@arrl.org replaces cce@arrl.org. Both addresses forward to the same Continuing Education Program mailbox.

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Field Exam Resource Page at <http://www.arrl.org/emergency-communications-field-examiner-instructions-materials>

Administration of Exams

1. A minimum of two registered CEP Field Examiners must be present at all times in the exam room to oversee the administration of the ARECC exams.
2. Field Examiners may not administer an exam session at which he/she or a relative is taking an exam.
3. No open books or notes are permitted during exam sessions.
4. Per the FCC, ARRL Emergency Communications examinations must be conducted separately, i.e. in a different room or at a different time, from FCC licensing exams.
5. Examinees need not hold an FCC Amateur Radio license to sit for the *Introduction to Emergency Communication* (EC-001) exam. (*Note this change from previous requirements*).
6. Examinees for the EC-001 course must provide the dates of their completion of the FEMA course pre-requisites. Space is provided on the answer sheet for this information. *Do not collect a fee or conduct the exam with candidates who have not completed these pre-requisites. We do not require that examinees show documentation of their completion of the pre-requisites; we will rely on the credibility of examinees to provide this information.*
7. Examinees may be former online students who have failed to complete an online course and who wish to take the test to obtain a course completion certificate.
8. Examinees must complete all information on the Student Registration/Answer Sheet, including dates of completion of the course pre-requisites. The student e-mail address is important if the student wants to receive e-mail notification of their successful completion of the exam from ARRL when the exam session is processed.
9. Examiners must complete the Candidate Roster and the Activity Report at the close of the exam session.
10. After examinees finish the exam, collect all exam booklets for re-use. Collect any notes or scrap paper examinees have used during the exam.
11. Field Examiners will grade answer sheets immediately and inform examinees whether they passed or not, and of their score. Official confirmation of course completion will be provided by ARRL when the exam session documentation is reviewed.
12. A grade of 80% or higher must be achieved to pass each exam. This means that no fewer than 28 out of 35 questions must be answered correctly.

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13. Because the field exams are static in nature, and to prevent any misuse of information, Field Examiners cannot tell an examinee exactly which question(s) they have missed.
14. Field Examiner teams that are stocked with sufficient field exam materials may administer exams to walk-ins in addition to pre-registered candidates.
15. If an examinee fails the first attempt at a particular exam, a re-test may be given, *using a different exam version*.

Documentation and Fees

1. An administration fee of \$15 per examinee will be charged to offset out-of-pocket expenses for Field Examiners and processing and mailing expenses of ARRL. Field Examiners may retain up to \$7 per examinee to offset their out-of-pocket expenses related to the conduct of exam sessions, such as cost of pencils, postage, gas for examiners, etc. As long as the expense is warranted and has been prudently incurred, and the expense is specifically related to exam administration, then the fee can be retained. ARRL reserves the right to request receipts documenting expenses being reimbursed by retention of exam fees. *Fees from exam sessions are not to be used to offset the cost of offering class instruction.*
2. Please record all fees collected on the Activity Report form.
3. Our fee policy for additional exams is consistent with the ARRL VE policy. If the examinee wants to take a re-test of a particular exam at the same session should he or she fail to pass on the first attempt, an additional exam fee must be charged for each re-test. A different test must be administered by the Examiner for each re-test.
4. All applicable forms and fees must be returned to ARRL upon completion of examinations. A complete exam session package should contain the following:
 - a. Exam Registration Answer Sheet for each exam taken by each student
 - b. Completed Candidate Roster
 - c. Field Exam Activity Report summarizing all exams passed and failed and all fees collected.
5. Please do not send cash. We encourage the examiner to submit his/her personal bank check in lieu of cash. Please separate VEC remittances, when possible, from CEP exam session remittances.
6. Please retain copies of all documents in case your submission gets lost in the mail.

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7. Exam session results and remittances should be mailed promptly (within 3 business days) to:

ARRL, ATTN: Continuing Education Program

225 Main Street

Newington, CT 06111-1494

Processing and Validation

1. All field exam information is reviewed and entered into our student database upon receipt of the exam session materials. When we record the exam session, if the examinee has provided an e-mail address on the answer sheet, the examinee will receive e-mail confirmation of their successful completion of the course. ARRL members who have established a profile on the ARRL website will be able to immediately download and print a course completion certificate through a website link provided in this e-mail notice.
2. All examinees receiving a passing score are mailed a printed course completion certificate. Examinees can expect to receive their certificates within six weeks *of receipt of the exam session material by our office.*