![ARRL logo] **ARRL** The National Association for Amateur Radio®

ARRL VEC
TEST SESSION REPORT

TEST SITE:_____ **TEST DATE:** _____

Exam Elements	2	3	4	Total
Pass (or exam credit)				
Fail				
Total				

New License Class Earned	Technician	General	Extra	Total
Candidates who did not earn an upgrade or an initial license at this session				
Total Candidates Served by this Session				

===================== TEST FEE SUMMARY =====================

	Total Served	Enter applicable test fee for the calendar year **x $ $15 / $5 =**	($15) _____ ($5 youth)
Total candidates served at this test session <u>All candidates pay a test session fee</u> -- this fee is set by the ARRL VEC for each calendar year (per FCC Rules)	Total Served	Enter applicable test fee for the calendar year **x $ $15 / $5 =**	($15) _____ ($5 youth)
Amount of expense reimbursement retained by the VE team (as *necessary and prudent* up to $7 per candidate)	Total Served	**(up to $7)** **x $ _____ =**	**$**
Amount of Test Session Fees forwarded to the ARRL VEC (total test fees collected minus fees directly retained by team for expense reimbursement)			**$**

[See example on back for how to complete the test fee summary.]

Other Fees Collected: (i.e.: renewals, address changes, ARRL membership. A portion of these fees may **NOT** be retained for reimbursement.)	**$**

PARTICIPATING VE LIST: In order to verify VE accreditation status and to credit each participating VE with having served at this session, please *CLEARLY* **PRINT** the required information for **ALL participating VEs**:

Name	call	class	Name	call	class
1. **Liaison:** _____			5. _____		
2. _____			6. _____		
3. _____			7. _____		
4. _____			8. _____		

➔ **Important: See Reverse side of this form for additional information.** ⬅
GREEN REPORT must be sent to VEC. YELLOW REPORT must be retained by VE Team.

Test Fee Summary Example (assumes 12 examinees)

	Total Served	Enter applicable Test Fee (for year 2022)		Assumes:
Total candidates served at this test session. All candidates pay a test fee - the fee is set by the ARRL VEC fee for that calendar year.	12	x $ 15.00 =	$150.00 --------------- $10.00	10 at $15 ------------------ 2 youths at $5
Amount of expense reimbursement retained by the VE team (as necessary, up to $7 per candidate)	Total Served 12	(up to $7) x $ 4.75 =	$ 57.00	
Amount of Test Fees forwarded to the ARRL/VEC			$ 103.00	

Please list any additional VEs below who have participated in this test session:

Name	call	class		Name	call	class

1. _____   5. _____

2. _____   6. _____

3. _____   7. _____

4. _____   8. _____

Please list any NON-VE helpers who have participated in this session:

_____   _____

_____   _____

_____   _____

Session Evaluation - Please explain below any irregularities, problems, comments, requests or suggested improvements you have:

_____

_____

_____

_____

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