

Amateur Radio Volunteer Examination Testing Process under Alameda County COVID-19 Rules

[Car-Gathering Procedure Appendix A 5/18/2020]

The following process will be used for the LARK Volunteer Examiners when conducting an Amateur Radio license testing session. This process conforms to the Alameda County COVID-19 restrictions as presented 5/18/2020. This process will be updated as the sheltering and social distance restrictions change within the county. Anyone not following these rules will be asked to leave the testing session and anyone questioning the adequacy may request a pause in the process to ensure that participants are adequately protected.

We conduct one test session at a time with only 3 VEs and one Test Taker. No one is to attend if they have, have been exposed to, or suspect that they may have been exposed to COVID-19 or otherwise be unhealthy

Location - AD6KV's Driveway or another as designated, belonging to one of the VE's with adequate room to park the three visiting vehicles with adequate space - six feet between cars. A private driveway is used because it requires only the VE owner permission.

Upon arrival at the test location the VEs all sign the blank 605 and CSCE form to be used for the session using their own pen, no test result information is marked on the forms. The Test Taker, with their own pen will complete the top portion of the 605 form, all that will remain to be marked is the checkbox section following the grading of the test.

Test Taker information will be recorded on the CSCE by the Liaison Volunteer Examiner.

The Liaison will provide scanned, disposable versions of the test booklet so that the originals provided by the ARRL are not used.

The Test Taker will record pertinent information on the Answer Sheet as required using pen or pencil.

The Test Taker and visiting VEs stay in their cars, the Test Taker takes the test using their own pen or pencil. Pencil is suggested so that answers can be erased and changed. The Test Taker is to darken the answer choice so that the VEs can use the template to correct the exam.

The host is to observe the Test Taker while completing the exam and to circulate among the cars, face coverings are required for any open window conversations.

The VEs execute the grading and other paperwork as needed. This is checking the answers and initialing the test sheet and recording "pass/fail" with the number of correct answers. We have 3 sets of answer templates so only the Test Sheet is passed around for the VEs to grade.

The Liaison marks the 605 with the test result as required, completes the CSCE form with passing results and has the Test Taker sign the CSCE if appropriate, the Liaison then goes to each VE for a final review of the 605 and CSCE forms before giving the Test Taker the white copy of the CSCE.

The session is then completed and reported as normal.

No VEs feeling ill are to attend. We need 4 VEs to volunteer but only 3 will be used - the 4th is a backup and will be cancelled prior to the appointment. I will be one of the VEs since I process the paperwork, if I get sick then stop offering sessions.

This process will be posted on the LARK website so that the VEs and Test Taker know what to expect and can have the necessary materials ready beforehand. Bathroom usage may be needed, I suggest you assume you can't get to the one at the residence so plan ahead and maybe bring a bottle as well. In the event of the use of a bathroom the individual will sanitize their hands before entering the facility and again when leaving, a face covering is required all times that an individual is outside of their vehicle. No sanitizing materials will be provided by the Host.

Exceptions:

This process assumes a single individual is taking the test, we may choose to accommodate multiple members of a family unit who reside together and if the Liaison determines there is adequate space in their vehicle for testing, different version test booklets will be used.