

## Central Kansas Amateur Radio Club Testing Information sheet

The CKARC holds test sessions for all 3 classes of Amateur Radio Licenses once a month, on the Second Wednesday of **every Month**. The sessions are normally held at the Saline County Sheriff's Office Classroom located at **251 North 10<sup>th</sup> Street**, in Salina, Kansas. The test sessions start at **7:00 PM**.

We also test "infrequently" – on an "as requested" basis in the same location (when the room is available) – for those folks that cannot make it to a Wednesday evening session. The "special" sessions are also ARRL-VEC test sessions.

During the test session, you will need to provide us with the following:

- Photo Identification (typically a valid Driver's License).
- A **COPY** of your existing Amateur Radio License (**IF** you are currently licensed).
- Your **FRN** (IF you have one – it's **ON** the License) or your **SSN**.
- Exam Fees (as mentioned above), Cash is fine, and we do accept pre-printed Checks.
- We are **NOW** set up to accept Credit or Debit Cards! – Will be billed from S. Ashen-Brenner Photography. (Effective August 2015)

The Exam Team will provide all Examination paperwork, and we also provide Pencils for the exams.

We also ask the following:

Please turn **Off** - or set to **Vibrate Only** all **Cell Phones and Pagers**.

**Two Way Radios** (regardless of frequency coverage) must be turned **OFF**, with the one exception of the Saline County Emergency Management Radios, for the VE's that are Storm spotters.

The Volunteer Examiners will make every attempt to remain as quiet as possible, and we ask the same courtesy in return.

We ask that you **NOT** make any marks on the Examinations, and that you make all your marks on the Answer Sheets. For "Scratch paper", please use the back of the Answer sheet. You may use a calculator, but it must **NOT** have any formulas pre-programmed in it during the exam.

Please completely **blacken** in the Correct answer on the Answer Sheet – this aids us in the grading of the exam. In the event that you feel you have made an error on your answer, and feel that you were unable to completely erase the "wrong" answer, we ask the following:

- Draw a circle around the Wrong answer, draw a line out to one side and print the word **NO**, draw another circle around the Correct answer with a line out to the other side and print the word **YES**.
- Please remain seated as we grade your exams. We are not allowed to tell you which questions you missed, just how many, and if you passed or failed.
- As long as you continue to pass, you may take the next level's exam **at NO additional cost**. (It is possible – but rare – to walk in with **NO** license, and pass all 3 exams in the same session for only 1 exam fee)
- The use of **RED** Ink or Lead is **NOT** allowed
- Exams **DO** need to be taken "In Order", ie: Technician, General, then Extra Class.

In the event that you fail, you may re-test *at the VE Team's discretion* (provided you have scored at least 51% correct), but there **will** be an **additional testing fee** charged.

Pre-Registration is not required for CKARC test sessions, but is helpful to make sure we have enough testing materials on hand.

In the event that you require **LARGE PRINT** Exams, or other "special considerations" advance notice **IS Required** so we can make sure to have the materials (or additional VE's and Testing Rooms) available.