



Workflow for Hybrid Exam Sessions Using ExamTools

Version 1.11

21 June 2026

CHANGE LOG

Note: references to the P&P manual are to the old manual and need updated.

Feb 2026	Updated session paperwork requirements in section M
	Update role of Assistant Team Leader in section A
	Deleted OneDrive references
	Added Laurel session manager import instructions - Appendix B

Contents

CHANGE LOG	i
Index of Figures.....	iv
I. PURPOSE	1
A. Living Document	1
II. TRAINING	1
III. DEFINITIONS.....	3
A. Laurel VEC Definitions.....	3
Team Leader (TL).....	3
Deputy Team Leader (DTL).....	3
VE Session Manager	3
Volunteer Examiners (VE).....	3
Support Personnel.....	4
B. ExamTools (ET) Roles and Responsibilities.....	5
Owner	5
Co-Owner	5
VE Admin.....	5
VE	5
IV. SESSION WORKFLOW	7
A. VE Check-in and Briefing	9
B. Applicant Check-in	9
1. Registration Information	9
2. Pending Application.....	9
3. Felony	10
4. Element Credit.....	10
5. Paper or Computer Exam	10
6. Complete Check in.....	11
C. Applicant Set-up.....	12
1. VE Assignment.....	12
2. Applicants taking the exam on a computer or other device.....	12

3. For applicants taking a paper exam	13
D. Exam Instructions	13
E. Starting the Exam	14
1. Starting Exam in ExamTools.....	14
2. Applicant Verification	14
3. Starting the Element Exam	14
F. Monitoring the Applicant	15
1. Positioning.....	15
2. Behaviors.....	15
3. VE Activity.....	15
4. Applicant's Progress	15
G. Grading Exams	16
1. Computer Exams	16
2. Paper Exams	16
3. Copy of Answer Sheets	16
H. Retesting.....	17
I. Next Element	17
J. Signing	18
1. Computer Exams	18
2. Paper Exams	18
K. VE Signing.....	19
L. CSCE / Felony Instruction	19
1. Instructions to Applicants.....	19
2. Printed CSCE	19
3. Emailed.....	19
4. Felony Instructions	20
M. Session Paperwork.....	21
1. Scan Documents	21
2. Pending Applications	21
V. POST EXAM ACTIVITIES	22
A. Facility.....	22

B. Debriefing	22
Appendix A - PAPER EXAMS.....	23
Appendix B - Import to session manager	24
INDEX.....	38

Index of Figures

Figure 1 - Session Workflow.....	7
Figure 2 - Swim Lane Workflow Process	8
Figure 3 - Adding Element credit	10
Figure 4 - applicant menu	11
Figure 5 - drop down status menu	11
Figure 6 - Applicant session log in.....	12
Figure 7 - Applicant requesting to join session or start Element exam	14
Figure 8 - Applicant requesting to start exam.....	14
Figure 9 - Applicant's progress bar and Element taking	15
Figure 10 - applicant has signed.....	18
Figure 11 - status "Ready to sign"	18
Figure 12 - Applicant signed.....	19
Figure 13 - completed applicant	20
Figure 14 – Completing header for paper exams.....	23

I. PURPOSE

This document is developed in accordance with the requirements in the Laurel Policy and Procedures manual, section X. A.

The purpose of this workflow guide is to assist Session Managers in running a hybrid test session, where both paper and computer exams are offered, using the ExamTools (ET) web-based testing software.

This document is an appendix to the Patriot VE Team Policy and Procedure manual. It should be used in conjunction with our Policy & Procedures and Training Manuals.

A. Living Document

This is a living document – it will get updated as ExamTools processes, functions etc., get updated. HOWEVER THERE WILL BE A DELAY ON THIS.

Version number and date will reflect the current version.

Session Managers should check they have the current version prior to each exam session.

II. TRAINING

Refer to:

- Laurel P&P section V. for general training requirements.
- Patriot VE Team P&P section (*new training requirements will be in the next edition of the P&P*)
- Patriot VE Team Training Manual for specific training requirements and material for roles and functions described in this manual.

III. DEFINITIONS

Refer to Laurel P&P Appendix A for definitions.

A. Laurel VEC Definitions

Team Leader (TL)

Refer to Laurel P&P section III. E. and Annex 2 for requirements, duties and responsibilities.

The person designated as the point of contact and responsible for all team actions under the Laurel VEC policies and procedures.

Deputy Team Leader (DTL)

The designated deputy of the Team Leader.

VE Session Manager

Definition from Laurel P&P section III. F., section IV. and Annex 3 for requirements, duties, roles and responsibilities.

The VE Session Manager is the person who is in charge of and manages a specific exam session. This may be the Team Leader or another person designated by the Team Leader. [§97.513(a)]

Assistant Team Leader (ATL)

This is a definition/title within the Patriot VE Team. It is a person who has been trained and authorized to be a Session Manager and to conduct an exam session within the ExamTools program. In these instances, either the TL or a DTL should be available by phone.

Within the Laurel VEC portal ATL's are designated Deputy Team Leaders. This gives them the permissions necessary to upload session files to the Laurel portal.

Volunteer Examiners (VE)

Definitions from Laurel P&P section III. G.

Volunteer Examiners are team members who are accredited by the VEC to conduct exams. [§97.509(b)(1)]

They are also called:

Administering VE's who are all those present at an examination session [§97.509]

Certifying VE's who are the Administering VEs who sign the 605 & CSCE's [§97.509(i)]

Support Personnel

Definitions from Laurel P&P section III. H. (see for eligibility and ineligibility).

For roles and responsibilities see Patriot VE Team P&P section IV. A. 5.

Persons who are not eligible to be a VE (under the age of 18, Novice and Technician licensees) or who are eligible but not yet certified (General, Advanced or Amateur Extra) but help with the exam session in a very limited and closely supervised role.

B. ExamTools (ET) Roles and Responsibilities

Definitions from <https://docs.exam.tools/docs/general/sessionrolespermissions/>

Refer to the Patriot VE Team Training Manual for specific training at each level.

Owner

This is the ExamTools user that creates a session. They are responsible for managing the details of the session itself, including starting, changing, and finalizing the session.

Co-Owner

A VE that has been explicitly authorized by the owner of the session to act with full permissions on their behalf.

VE Admin

A more experienced VE Team Member that is typically a capable decision maker. They are able to help VE Team Members be assigned correctly, and manage the candidate information.

They have received additional training and are able to help VE Team Members be assigned correctly, and manage the candidate information. This level and above has additional access privileges in the program, including the ability to edit an applicant's information, such as add a phone number and change applicant status. Refer to the Patriot VE Team Manual for specific training, roles and responsibilities.

VE

VEs that are monitoring exams and signing forms.

IV. SESSION WORKFLOW

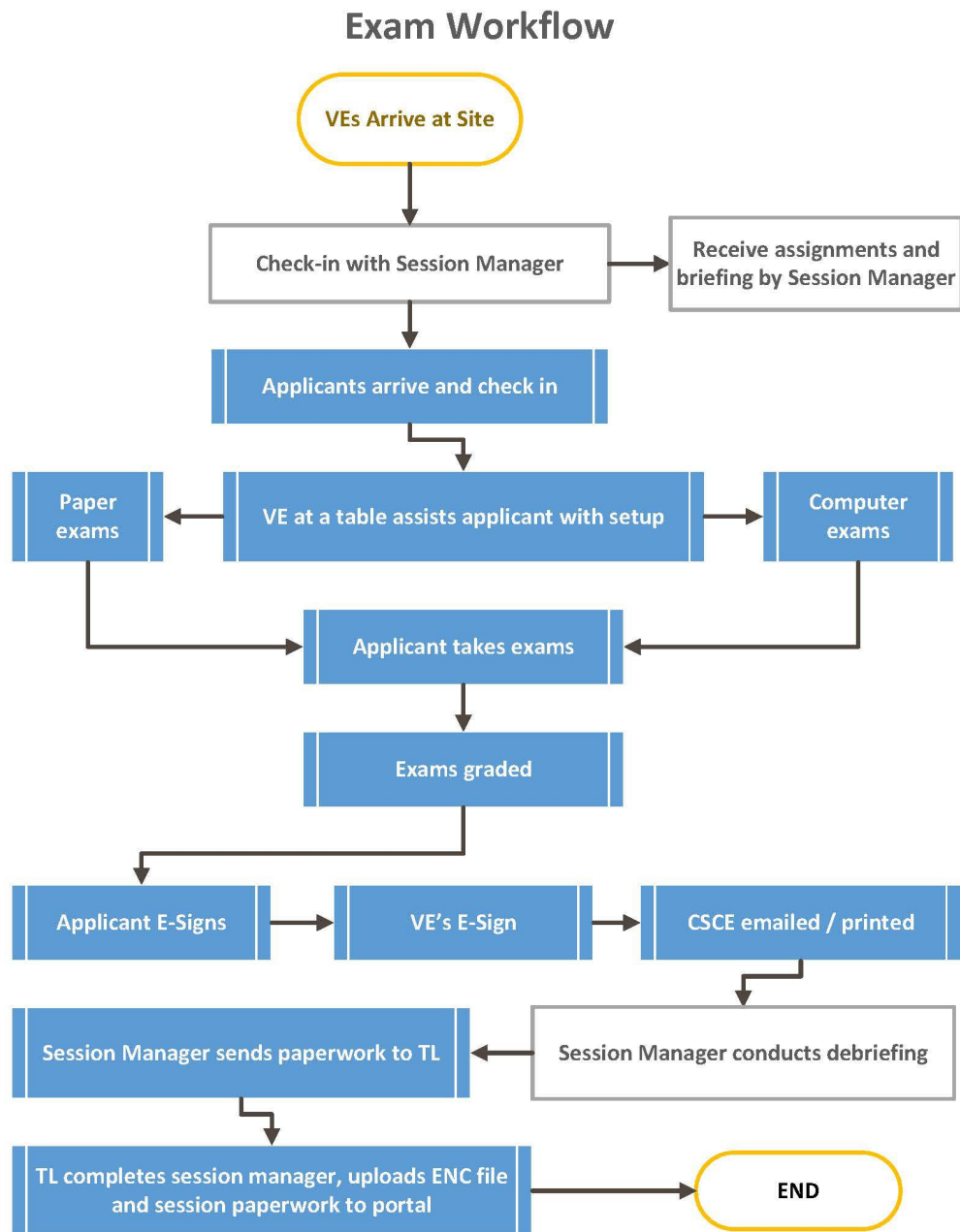


Figure 1 - Session Workflow

The pdf version of the workflow can be found here:

<https://1drv.ms/b/s!AvVH-SFFaTLEu1xD6zXnQkBdxnfn?e=6VKed4>

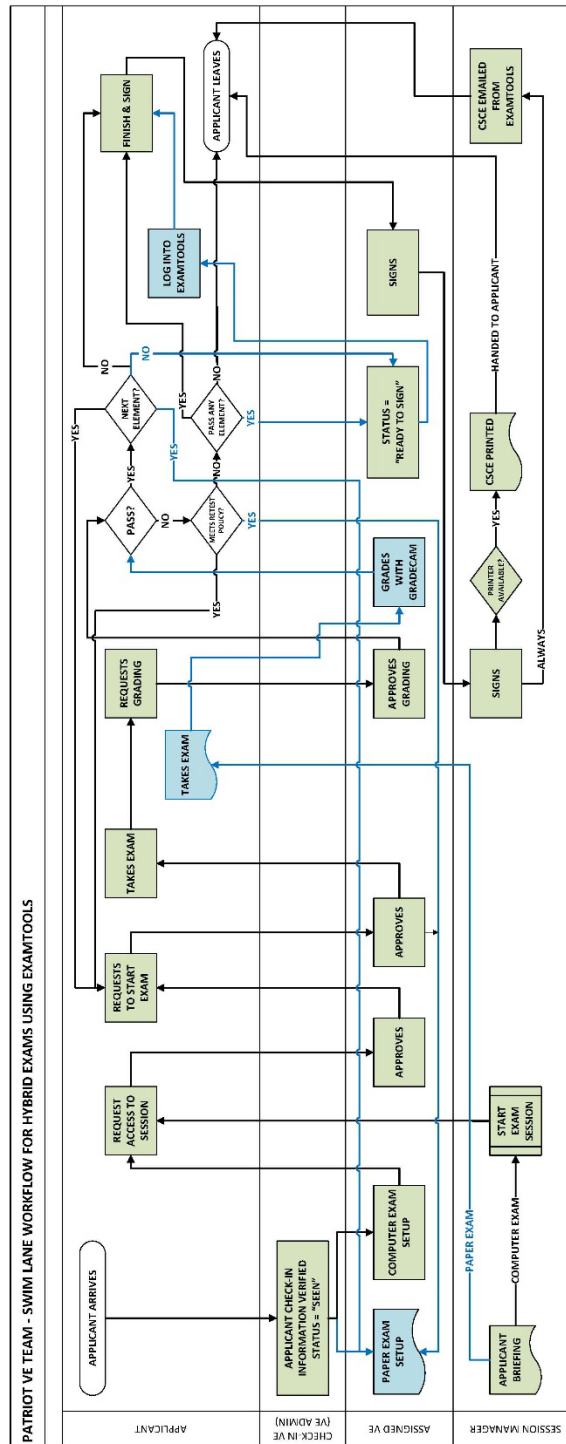


Figure 2 - Swim Lane Workflow Process

The full size pdf version can be found here:

<https://1drv.ms/b/s!AvVH-SFFaTLEwX683Eu4UkUkJ09h?e=xV1sKJ>

A. VE Check-in and Briefing

Upon arrival VE's should report to the Session Manager and sign the VE sign-in sheet.

The Session Manager shall hold a briefing with the VE team members prior to the session start.

This briefing will include such items as:

- VE assignments and roles for the session, i.e.,
 - Check in (VE Admin assignment)
- Review of applicable procedures, i.e., retest policy
- Recent procedure or policy changes
- Recent workflow changes, i.e., ExamTools upgrades
- Applicant flow through the facility and any facility rules

Packets (exam question booklet and answer sheet) for those wishing to take paper exams should be set up at this time.

The use of folders is at the option of the Session Manager.

B. Applicant Check-in

See also Laurel P&P section X. D.

As applicants arrive they should be greeted by the VE(s) assigned to check-in (VE Admin).

1. Registration Information

The following information should be verified with the registration in ExamTools:

- Identification/name on registration
- Address
- Email
- Phone number
- FRN

2. Pending Application

Whether an applicant has a pending application with the FCC should be asked.

If the applicant has a pending application the specifics should be obtained and passed to the Session Manager.

3. Felony

If the applicant has answered “YES” to the felony question it should be confirmed that is what they intended to answer.

No specifics should be asked about the response.

The applicant should be advised that they will be provided additional information upon passing and obtaining their CSCE.

4. Element Credit

If an applicant indicates they have a CSCE for Element credit that has not been applied in the FCC ULS, , had a prior license that has expired or a Technician license issued before March 1987 refer to Laurel P&P section XI. for required proof.

Verify with the Session Manager as to whether you or the Session Manager will apply any applicable Element credit **PRIOR** to the applicant starting testing.

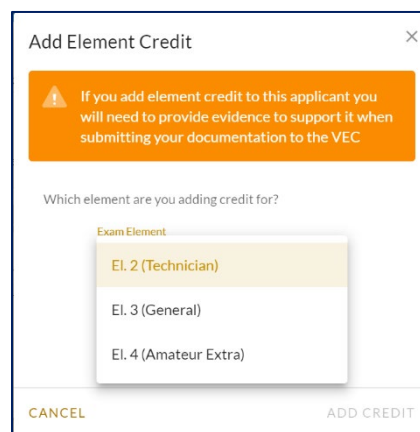


Figure 3 - Adding Element credit

5. Paper or Computer Exam

The applicant should be asked if they wish to take the exam on computer or paper.

If team tablets are available they should be offered the use of one if they do not have a device.

If taking a paper exam they should be provided the appropriate material as arranged in the pre-session briefing.

6. Complete Check in

Once check in has been completed the applicant's status in ExamTools will be change to **"SEEN."**

The applicant should then be directed to a table, where an assigned VE will assist them further.

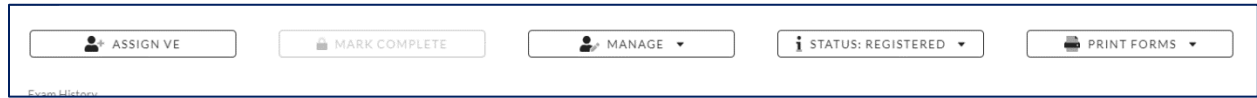


Figure 4 - applicant menu

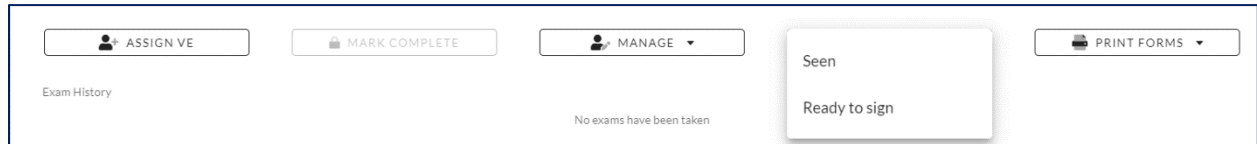


Figure 5 - drop down status menu

C. Applicant Set-up

1. VE Assignment

The VE assigned to the table or area the applicant is seated at will assign themselves to the applicant in ExamTools if the VE is qualified to administer the Element exam the applicant wishes to take (see Laurel P&P section X.H.3.).

If the VE is not qualified to administer the Element exam the applicant wishes to take they should notify an appropriately qualified VE to monitor the applicant.

2. Applicants taking the exam on a computer or other device

If not done already, the VE will "assign" themselves to the applicant in ExamTools.

The VE will assist them with internet connection and navigating to the exam session webpage. Exam website login information - session call sign and applicant PIN will be provided to the applicant along with instructions to wait for the session start before proceeding.

VEs will give any additional directions such as use of calculator, scratch paper, clearing test area, restrooms, etc.

The session ID is the call sign that the test is listed under. For the Patriot VE Team this is "W0PCT"

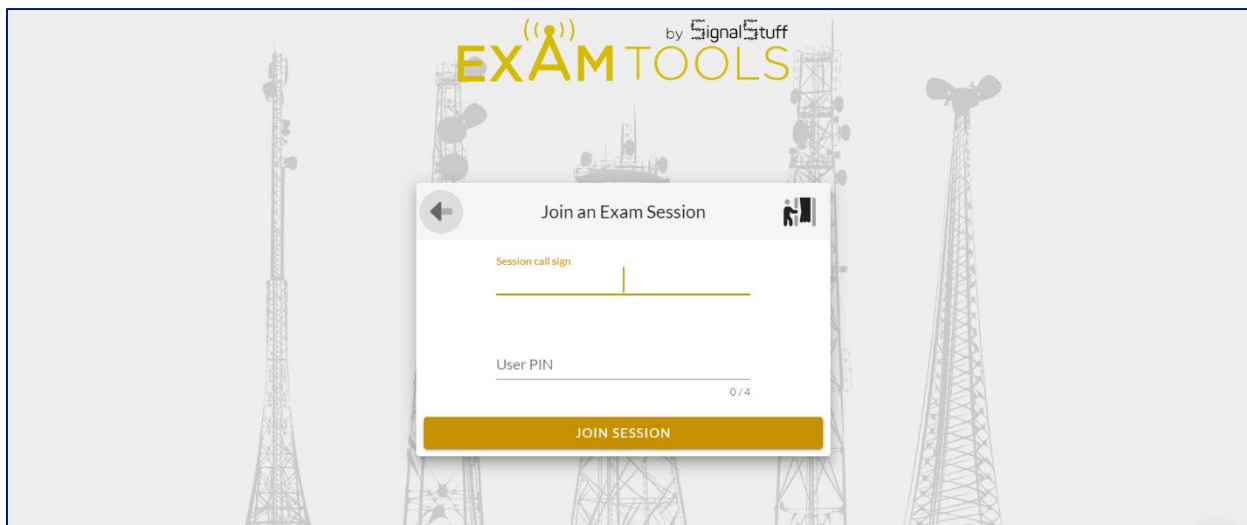


Figure 6 - Applicant session log in

3. For applicants taking a paper exam

The VE will verify the applicant's folder contains the proper exam material.

The applicant will be directed to complete the top portion of their answer sheet and the VE will assist to make sure it is completed correctly. This information includes (see [Appendix A](#)):

- the applicant's PIN
- exam booklet number
- exam Element being taken (for Technician and General exams)
- name
- date

VE will also advise applicant on use of a calculator and scratch paper, as well as using the proper instrument to mark the exam answer sheet.

The applicant will also be advised on the use of electronic devices.

Applicant will be directed to wait for additional instructions before starting the exam.

D. Exam Instructions

The Session Manager should read the exam instructions (see separate document) in accordance with **Laurel P&P section X. G.**

E. Starting the Exam

1. Starting Exam in ExamTools

The Session Manager should start the exam session in ExamTools.

2. Applicant Verification

The applicant should complete the log in by joining the session.

The assigned VE should allow the applicant into the session.

The applicant should verify their information as displayed on their screen. If any correction are needed the applicant should notify the VE and corrections should be made before they continue.

The 'running man' symbol indicates that an applicant is requesting to join the session.

The section where their PIN is turns a dark gray with the wi-fi symbol red, with a red line through it. This indicates that are logged onto the site but not into the session.

Where there is less than 3 VE's assigned the number is highlighted.

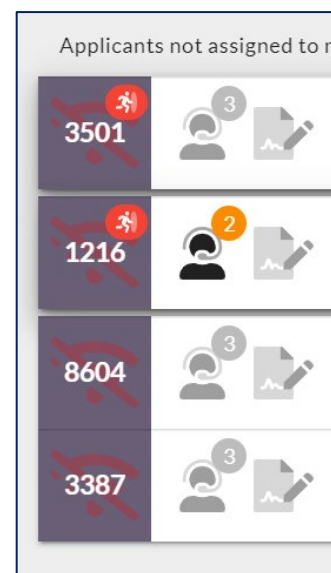


Figure 7 - Applicant requesting to join session or start Element exam

3. Starting the Element Exam

The applicant should request to start their exam.

The VE assigned to the applicant should authorized the applicant to start their exam.

The hour-glass symbol indicates there is a request from an applicant, i.e., to start or grade an exam.

As the applicants are logged onto the site the background wi-fi symbol is green.

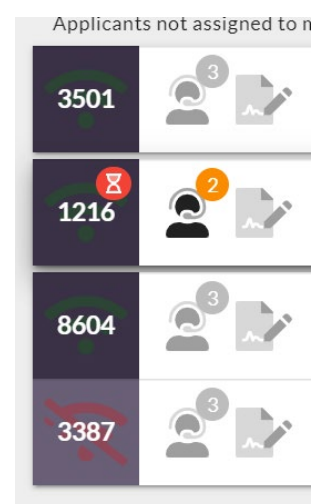


Figure 8 - Applicant requesting to start exam

F. Monitoring the Applicant

The VE should monitor the applicant in accordance with Laurel P&P section X. H.

1. Positioning

The VE should position themselves so that they are able to observe the applicant, including their screen if they are taking the exam on a device.

2. Behaviors

The VE should look for behaviors that might indicate an applicant might be cheating, these include:

- constantly looking around the room (to see where VE's are)
- trying to block VE's from observing them
- using two hands, fingers to type on a device (ExamTools only requires scroll and click functions)

3. VE Activity

VE's should **not** be constantly monitoring the progress of applicants on their device (see Laurel P&P section X. H. 1.c)

4. Applicant's Progress

The VE's can view what Element the applicant is taking and their progress on the menu.

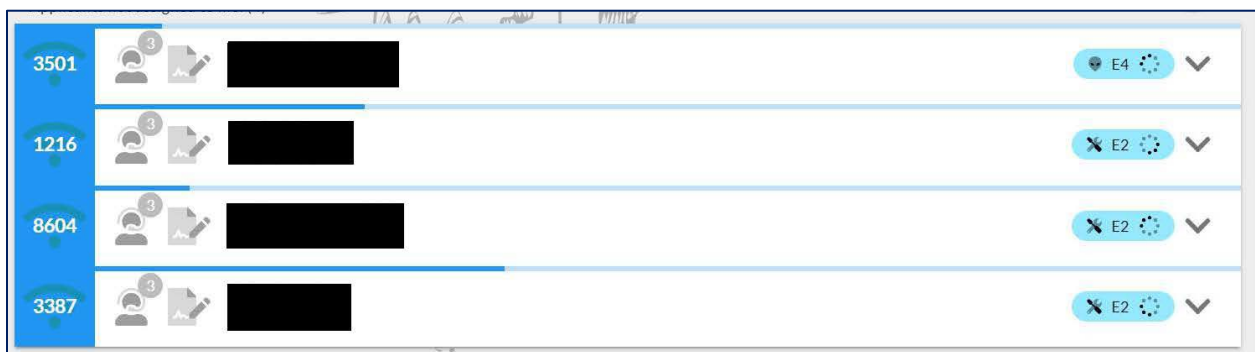


Figure 9 - Applicant's progress bar and Element taking

The thin line above the applicant will move across the screen as they progress through the exam.

The block on the right will indicate what Element the applicant is taking, the circle rotates. If you hover over the block it will indicate what question they are on.

G. Grading Exams

1. Computer Exams

Upon the request of the applicant the assigned VE will approve the grading of the exam.

Upon passing the applicant can choose to take the next Element, if applicable – see [next Element](#) below.

If the applicant did not pass see [retesting](#) below.

If the applicant has passed an Element exam and does not want to take another exam see [signing](#) below.

If an applicant would like a copy of their answers see [copy of answer sheet](#) below.

If the applicant did not pass, and is not eligible to retest they can be instructed to log off. They are then free to leave.

2. Paper Exams

Paper exams are graded with GradeCam.

Check to make sure that the PIN and question booklet number have been recorded and that the “T” or “G” completed on Element 2 and 3 exams.

The answer sheet can either be held up in front of a laptop camera (best to place a folder or other semi-rigid item behind the paper sheet) or the sheet left on the table and a tablet used.

Upon obtaining the result record it in the space provided on the form, circle pass or fail and initial.

Inform the applicant of their results.

If the applicant did not pass see [retesting](#) below.

If the applicant has passed an Element exam and does not want to take another exam see [signing](#) below.

If the applicant has passed an Element exam and does not want to take another exam see [signing](#) below.

If an applicant would like a copy of their answers see [copy of answer sheet](#) below.

Make sure the graded sheet is promptly passed to the Session Manager.

Return question booklet to the appropriate location.

3. Copy of Answer Sheets

If an applicant requests a copy of their answer sheet notify the Session Manager.

If the Session Manager is not set up to print the Session Manager should notify the Team Leader. The answer sheet will then be email to them. Notify the applicant that it will be mailed.

H. Retesting

See Patriot VE Team P&P section III. for the team retesting policy.

The Session Manager, at their discretion, may exceed the stated policy based on such factors as time allowed and how close the applicant is to passing (i.e., within one or two points). *This will be incorporated into the next version of the PVET P&P.*

I. Next Element

If the applicant wishes to take the next Element exam, and has studied for it, they may do so if time permits.

VE's are **not** to encourage the applicant to “go ahead and try anyway” if the applicant has not studied for the exam.

J. Signing

1. Computer Exams

If the applicant has taken all the exams they wish to they should be instructed to select “finish and sign.”

They should then be assisted in making they verify their information is correct, it is recommended they view the 605 form as this is sometimes easier to see all the information.

If their information is correct they should be instructed to type their name where indicated and then sign in the box. The “finish and complete” box will not turn green unless there is sufficient “signature” in the block.

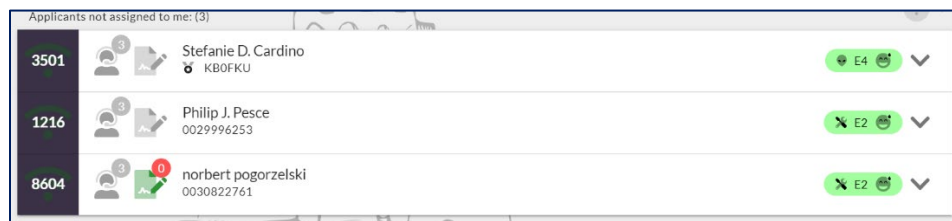


Figure 10 - applicant has signed

The green paper/exam symbol indicates that the applicant has signed.

The number in the red circle indicates how many VE's have signed.

Once signed they make log off and shut down their device.

Once they have signed they should be instructed on how the CSCE will be provided.

2. Paper Exams

If an applicant who has taken exams on paper has completed taking tests, and has passed at least one Element exam, their status should be changed to “READY TO SIGN.”

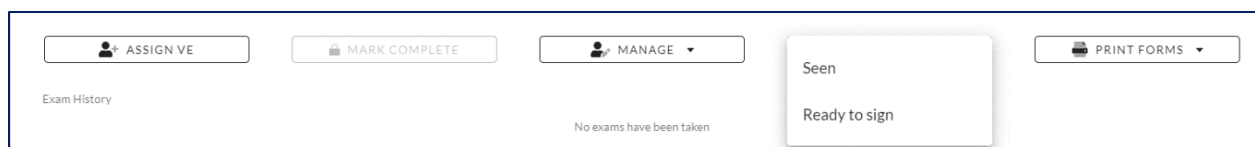


Figure 11 - status "Ready to sign"

The applicant should then be provided with a device, or they can use their smart phone, and log into the session as in [applicant setup](#) above. The VE will need to authorize them into the session, just if they were taking a computer exam.

Once authorized access their screen will take them directly to the signing page as in [signing computer exams](#) above. They then complete the same steps as listed above.

Once they have signed they should be instructed on how the CSCE will be provided.

K. VE Signing

Once the applicant has signed the assigned VE should sign. The other VE's should then sign.

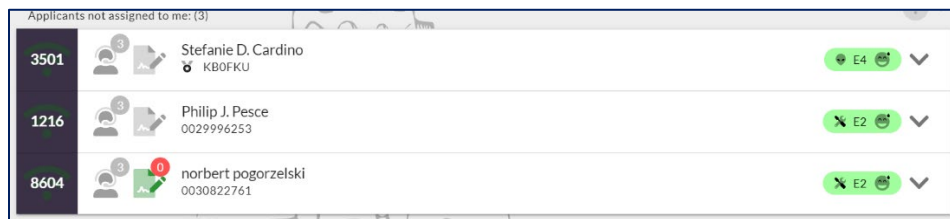


Figure 12 - Applicant signed

It is recommended that the Session Manager is the last person to sign. This assists with the process of printing the CSCE and/or completing the applicant and emailing the CSCE.

L. CSCE / Felony Instruction

See also Laurel P&P section XII.

1. Instructions to Applicants

The Session Manager should provide instructions to applicants in accordance with the Laurel P&P section XII. D.

2. Printed CSCE

The Session Manager should have provided the VE's instructions during the briefing, and the applicants during the applicant briefing, on how CSCE's are going to be provided.

If CSCE's are being printed they should still be emailed from ExamTools - this is because that action is recorded, so there is no dispute that they haven't received a copy.

3. Emailed

Once the CSCE has been printed then applicant should be "COMPLETED."

At that point the CSCE should be emailed.

5080	 	Nicholas Edwards 0030759534	 E2 	 E3  
0605	 	Daniel E. Gattis 0030756639	 E2 	

Figure 13 - completed applicant

The applicant bar will be green once the applicant has been “COMPLETED.”

The printer symbol with have a zero until the CSCE is emailed, then shows how many times it was sent.

4. Felony Instructions

If the applicant answered “YES” to the felony question they should be provided the Laurel VEC [Instructions for Filing a Felony Conviction Explanation](#) sheet.

The Session Manager, or any VE, should **NOT** offer any opinion of actions that the FCC may, or may not, take.

M. Session Paperwork

See also Laurel P&P section XII. E.

1. Scan Documents

When the testing is complete the Session Manager will scan the following documents:

1. Any paper answer sheets, including the back if used for notes.
2. Any other note paper used by applicants.
3. Any documents used for Element credit.
4. Any other pertinent documents.

2. Pending Applications

If any applicant has a pending application the Team Leader should be notified no later than when the documents are uploaded.

V. POST EXAM ACTIVITIES

See also Laurel P&P section XIII.

A. Facility

Once all applicants have left the Session Manager should ensure the facility is cleaned and retuned to the condition it was found, or better.

B. Debriefing

The Session Manager should conduct a short debriefing with the VE's that should cover the following:

- What worked well
- What could have been done better
- Any issues identified

The Session Manager should report any recommendations and issues identified to the Team Leader within 24 hours.

Appendix A - PAPER EXAMS

- Your cell phone must be **SILENT** or **OFF**
- Electronic devices such as smart watches, glasses, etc. must be taken off and place in your pocket, bag etc.
- After the VE has verified your ID complete the answer sheet as indicated below

EXAM TOOLS (t) Element 2 -- Technician Valid July of 2014 to July of 2018
35 questions
Test #17507

Technician or General Class Exam
Please bubble T or G to indicate which exam you are taking

Exam Version:
☐ T ☐ G ☐ F ☐ O

1. ☐ A ☐ B ☐ C ☐ D 16. ☐ A ☐ B ☐ C ☐ D
 2. ☐ A ☐ B ☐ C ☐ D 17. ☐ A ☐ B ☐ C ☐ D
 3. ☐ A ☐ B ☐ C ☐ D 18. ☐ A ☐ B ☐ C ☐ D
 4. ☐ A ☐ B ☐ C ☐ D 19. ☐ A ☐ B ☐ C ☐ D
 5. ☐ A ☐ B ☐ C ☐ D 20. ☐ A ☐ B ☐ C ☐ D
 6. ☐ A ☐ B ☐ C ☐ D 21. ☐ A ☐ B ☐ C ☐ D

Applicant PIN

Test ID

Amateur Extra Class Exam

EXTRA - 50 QUESTIONS

1. ☐ A ☐ B ☐ C ☐ D 16. ☐ A ☐ B ☐ C ☐ D 31. ☐ A ☐ B ☐ C ☐ D
 2. ☐ A ☐ B ☐ C ☐ D 17. ☐ A ☐ B ☐ C ☐ D 32. ☐ A ☐ B ☐ C ☐ D
 3. ☐ A ☐ B ☐ C ☐ D 18. ☐ A ☐ B ☐ C ☐ D 33. ☐ A ☐ B ☐ C ☐ D
 4. ☐ A ☐ B ☐ C ☐ D 19. ☐ A ☐ B ☐ C ☐ D 34. ☐ A ☐ B ☐ C ☐ D
 5. ☐ A ☐ B ☐ C ☐ D 20. ☐ A ☐ B ☐ C ☐ D 35. ☐ A ☐ B ☐ C ☐ D
 6. ☐ A ☐ B ☐ C ☐ D 21. ☐ A ☐ B ☐ C ☐ D 36. ☐ A ☐ B ☐ C ☐ D
 7. ☐ A ☐ B ☐ C ☐ D 22. ☐ A ☐ B ☐ C ☐ D 37. ☐ A ☐ B ☐ C ☐ D

Applicant PIN

Test ID

TECHNICIAN & GENERAL – 35 QUESTIONS

BOTTOM OF FORM

Name: _____

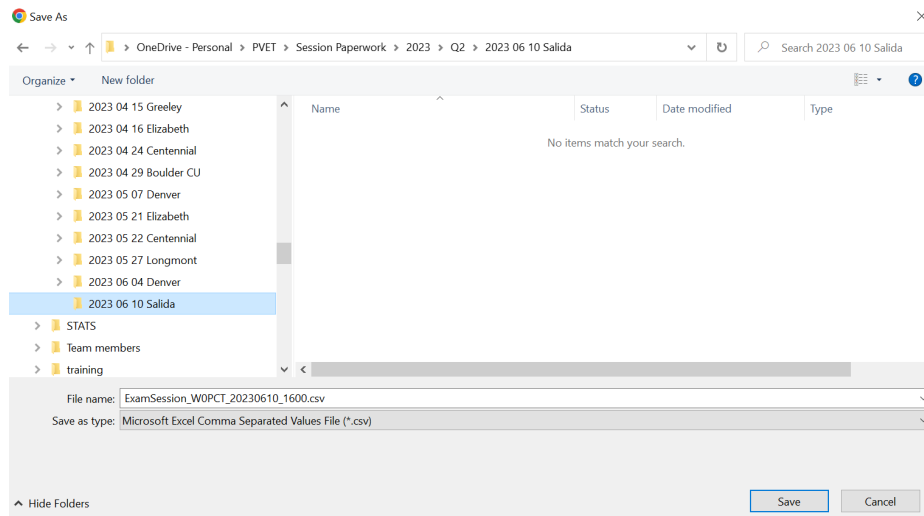
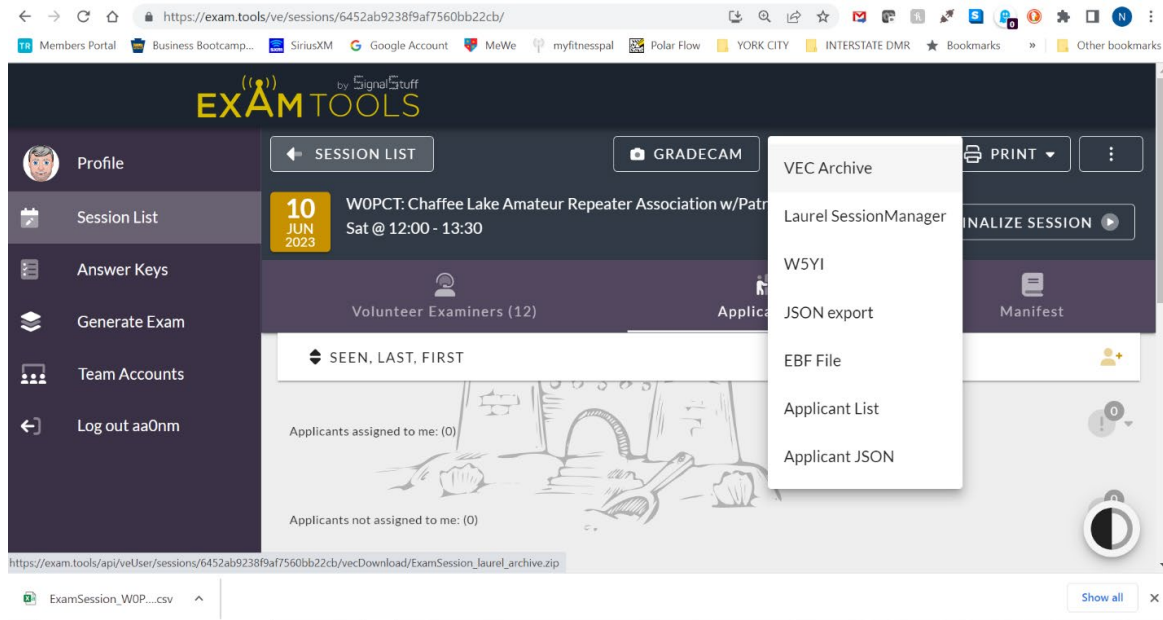
Date: _____ Folder # _____

Figure 14 – Completing header for paper exams

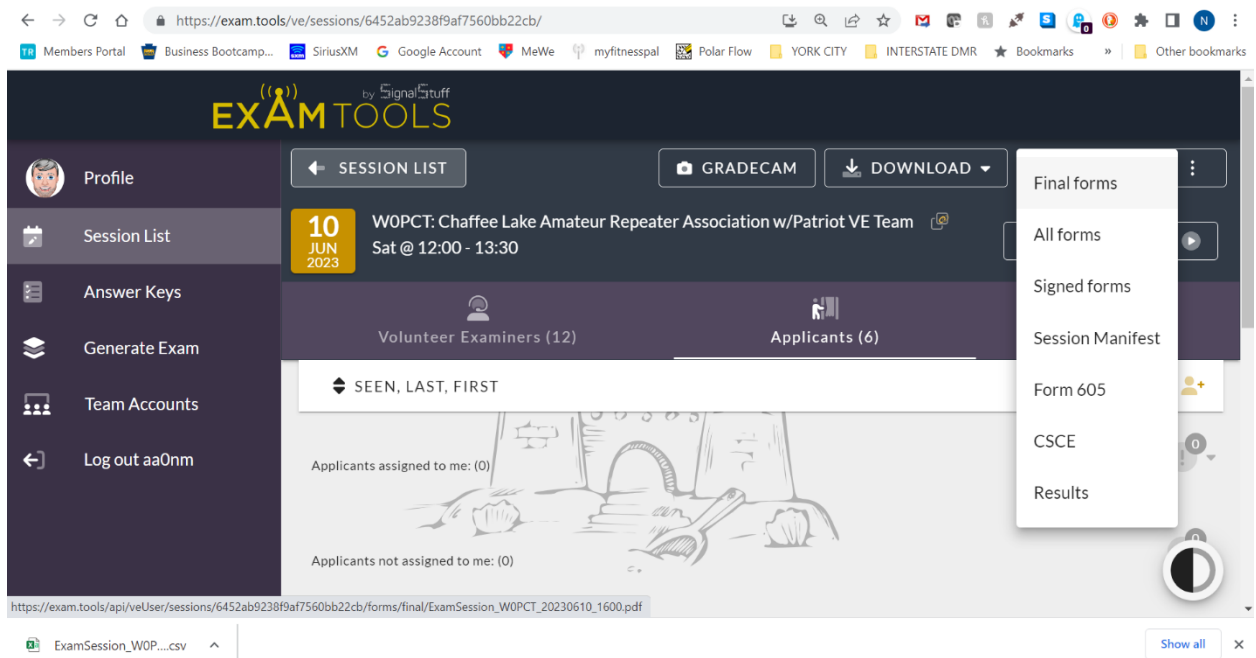
- If you want to make notes use the back of your answer sheet
- If the question asks above a fig. you will find them on the last page(s)
- **DO NOT MARK THE QUESTION BOOKLET**
- When you are done hand your folder with the exam inside to the VE
- When you are done **DO NOT LEAVE** until we get you to electronically sign your paperwork and we give you (or email) your Certificate of Successfully Completion of Examination (CSCE)

Appendix B - Import to session manager

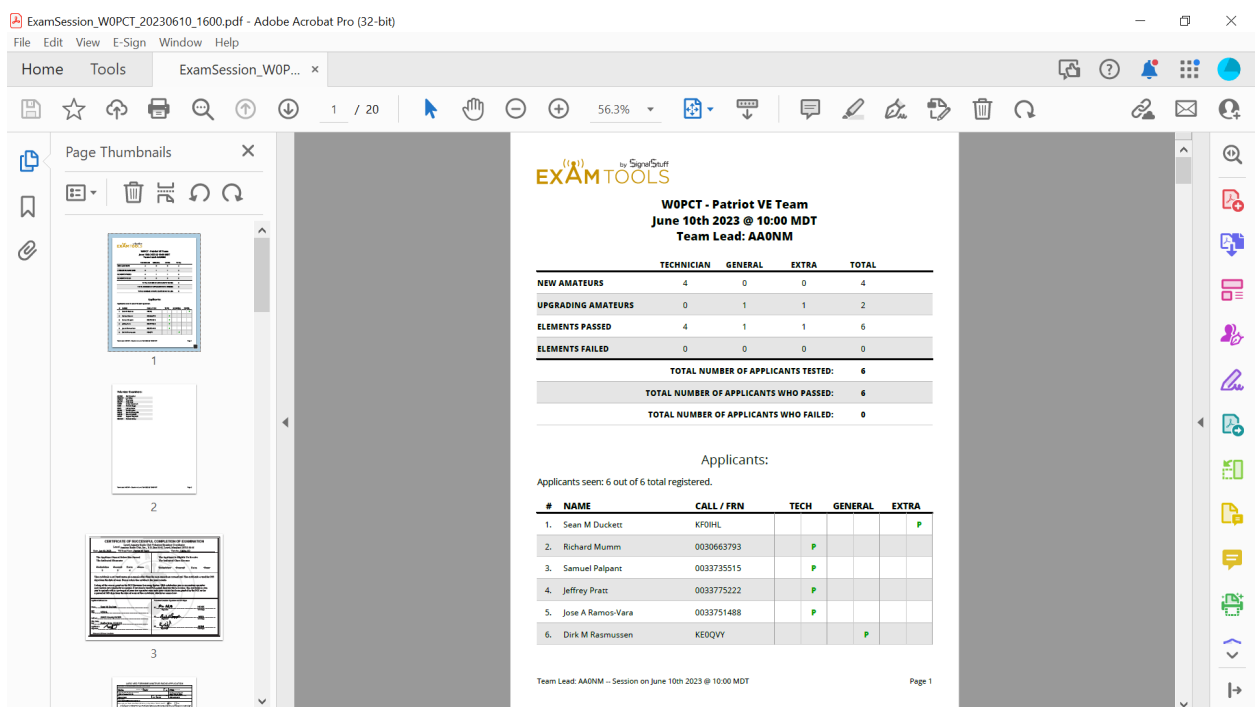
1. Under DOWNLOAD download the “**Laurel Session Manager**” file from ExamTools and save in a folder for that exam.



2. Under PRINT select “**final forms.**” Depending on your settings this may open up as an Adobe pdf files in your browser or start to download.



If it opens in a browser download, save to the session folder.



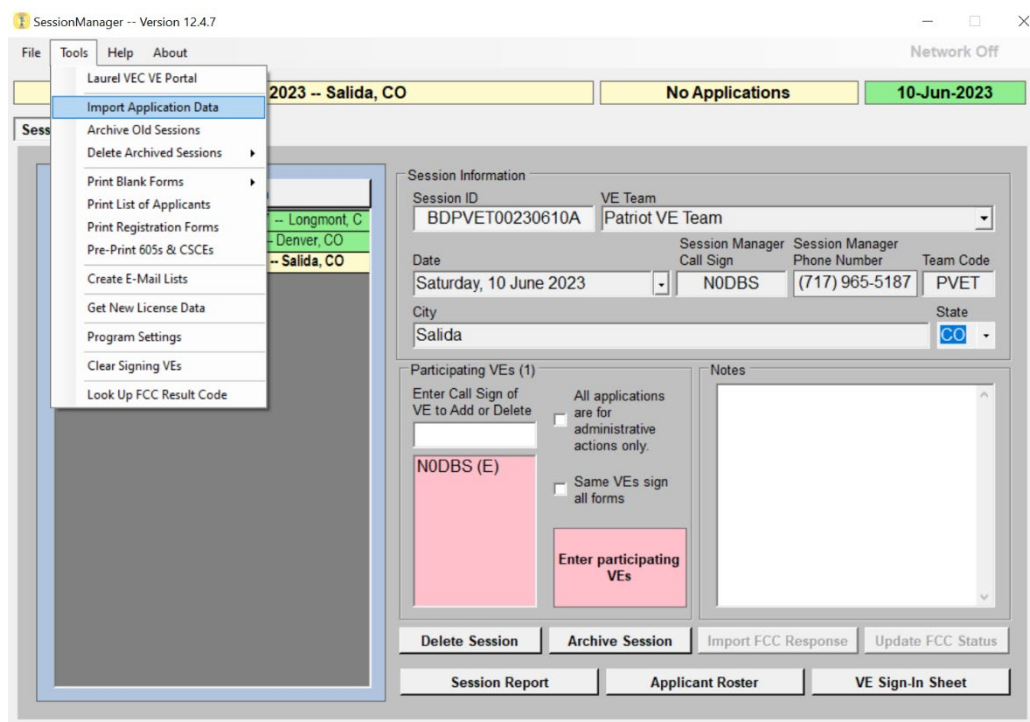
3. Scan any verification documents, like evidence of prior license. Theses need to be attached to the session documents after the ET files for that applicant, i.e., after the exam sheets. If this is a page from QST or similar try and highlight the entry for the applicant (I use paint, not sure how

to do if you only have a phone, perhaps the original page and then zoom and take a pic of the specific entry).

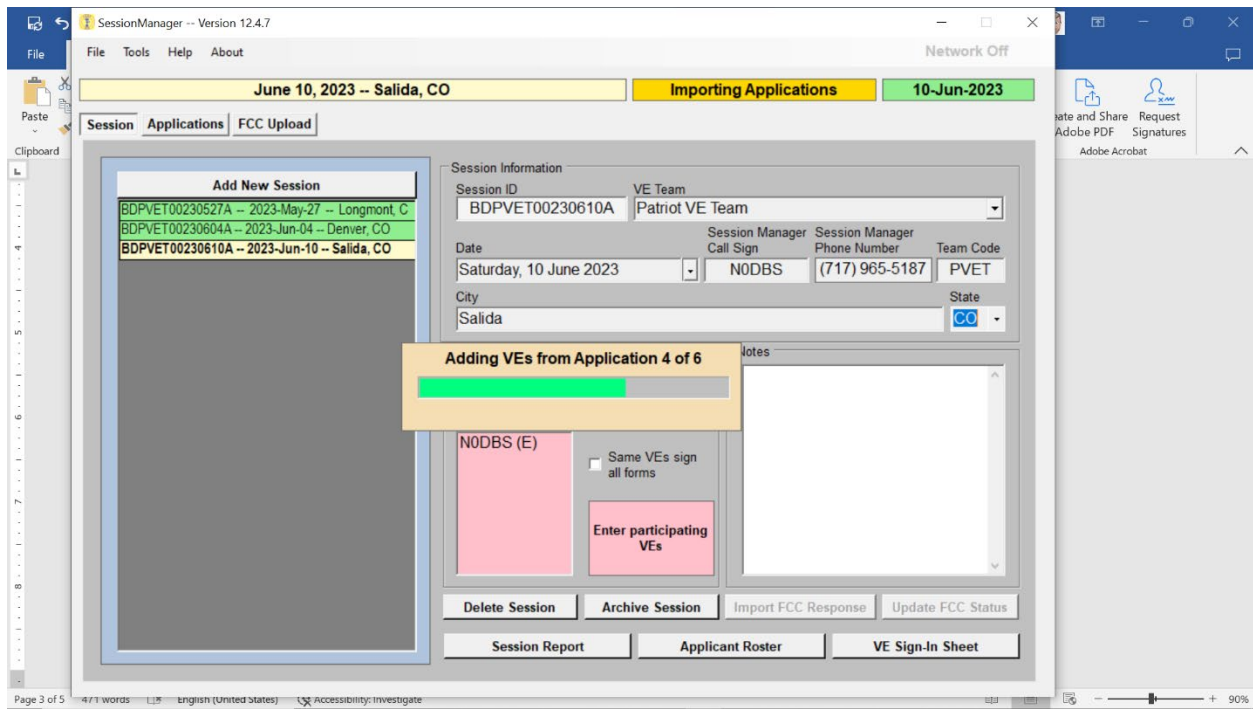
- a. Also scan any note paper used and save to the folder. You DO NOT need to attach this to the session file but retain in case there are any queries.

NOTE: crop documents to the size of the document, i.e., cut out the desk or surface behind the document.

4. Create the session in the Laurel session manager software
 - a. Update the “Session Manager Call Sign” and “Session Manager Phone Number” fields on main page, as needed
5. In session manager under TOOLS, select IMPORT APPLICATION DATA



6. Select the file you downloaded from Exam Tools



Once the data has been imported it will update the VEs that have signed on 605's/CSCE's.
YOU MAY NEED TO MANUALLY ADD ANY VE'S WHO DID NOT SIGN ANY CSCE'S

SessionManager -- Version 12.4.7

File Tools Help About

Network Off

June 10, 2023 -- Salida, CO

ENC File Required

10-Jun-2023

Session Applications FCC Upload

Add New Session

BDPVET00230527A -- 2023-May-27 -- Longmont, CO

BDPVET00230604A -- 2023-Jun-04 -- Denver, CO

BDPVET00230610A -- 2023-Jun-10 -- Salida, CO

Session Information

Session ID: BDPVET00230610A

VE Team: Patriot VE Team

Date: Saturday, 10 June 2023

Session Manager Call Sign: N0DBS

Session Manager Phone Number: (717) 965-5187

Team Code: PVET

City: Salida

State: CO

Participating VEs (4)

Enter Call Sign of VE to Add or Delete

N0DBS (E)

N0EB (E)

AE0MI (E)

KD0MRC (G)

All applications are for administrative actions only.

Same VEs sign all forms

Can administer all elements

Notes

Notes to be added to

Delete Session

Archive Session

Import FCC Response

Update FCC Status

Session Report

Applicant Roster

VE Sign-In Sheet

Look through each applicant and check for errors.

At this point delete any NO SHOWS – these will show as a black box with white letters in the list of applicant numbers in the left of the screen.

SessionManager -- Version 12.4.7

File Tools Help About

Network Off

June 10, 2023 -- Salida, CO **ENC File Required** **10-Jun-2023**

Session Applications **FCC Upload**

Add New

1
2
3
4
5
6

Application Information

Cntrl Nr **3** Call Sign FRN **00337** Felony **No** **Present**

Last Name Suffix First Name **Samuel** MI E-Mail

Street Address **MOUNTAIN VIEW DR** PO Box Daytime Phone **(719) 221-8899** Attention

City **BUENA VISTA** State **CO** Zip Code **81211-8621** **Notes** **Delete Application** ☒ Form 605 & CSCE Signed ☒ Fee Instructions

Does the applicant have a previous application that has not been acted upon?
No

Element 2 Results/Credits **Pass** **X** **CSCE** **Fails** **0**

Element 3 Results/Credits **Pass** **CSCE** **Pre-1987 Tech** **Fails** **0** **Exp Gen** **Exp Adv**

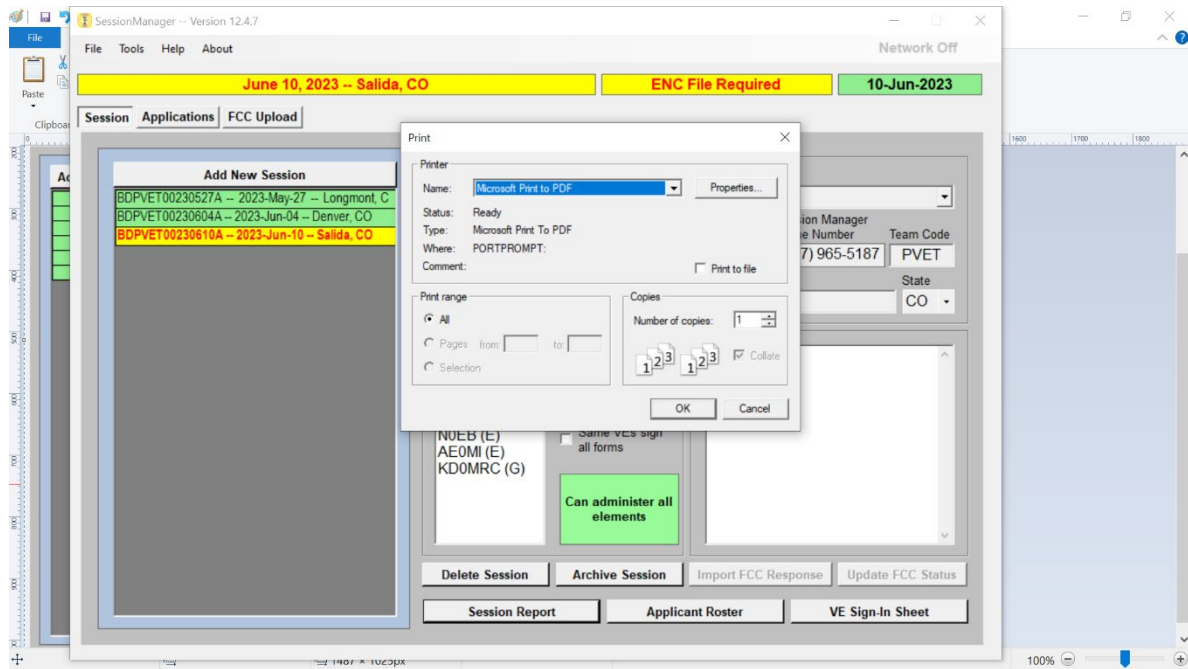
Element 4 Results/Credits **Pass** **CSCE** **Exp Extra** **Fails** **0**

Certifying VEs **N0DBS (E)** **KD0MRC (G)** **AE0MI (E)**

Application Results **New Technician**

Print Forms **605** **CSCE** **Both** **Answer Sheets**

Print the session report to a pdf file and save in a folder for the session. **YOU NO LONGER NEED TO PROVIDE THIS SHEET IF YOU ARE USING EXAM TOOLS**



You can combine the files or upload as separate file:

- Session report (from session manager)
- Exam Tools file (the pdf)

PVET ONLY

And save in the session folder –use the date, the session number from session manager and the location. i.e. 2023 06 10 BDPVET00230610A Salida

For the two Denver sessions use “Denver Masonic Lodge” or “Denver DenHac”

Use the copy & paste functions to capture the session number to prevent errors.

November 7, 2024 -- Denver, CO		ENC File Required		09-Nov-2024	
Session Applications FCC Upload					
Header					
VE B 11/07/2024 DENVER CO 6 6 2 7 2					
Applications					
VA Bohart, Donald A Donald A Bohart 11990 Blackwell Way Parker CO 801388860 5128553147 abohart@pathsolutions.com VA Partridge, Mckenna Mckenna Partridge 5850 S Perth Pl Centennial CO 800153510 7203620571 mckenna.june.99@gmail.com VA Polewski, Marcin Marcin Polewski 8095 E Mansfield Ave Denver CO 802371721 4142150243 marcin.polewski@gmail.com VA Scheyer, Ruben V Ruben V Scheyer 4166 Depew St Wheat Ridge CO 802127303 8287075462 ruben.scheyer@gmail.com VA shrewsbury, joshua L joshua L shrewsbury 11442 W 67th Ave Arvada CO 800042580 7203756496 jshrewsbury1@gmail.com VA Stathopulos, Konstantinos Konstantinos Stathopulos 2476 S Jasmine Pl Denver CO 802226230 stathopulosk@gmail.com					
Excluded Applications					
None -- All applications will be uploaded.					
Select All Clear All ☒ Include Counts ☐ FCC Errors Only Create ENC File Upload ENC File					

These will need to be uploaded once they notify you that their application has been completed. You should have advised them that they need to notify us when their application is processed and that this application cannot be sent until it is (otherwise it can null their pending application, or at least this one will get rejected).

Once their application has been processed you can repeat this step but only select the one that needs to be processed.

Click on CREATE ENC FILE then OK

File
Tools
Help
About
Network Off

November 7, 2024 -- Denver, CO

Ready to Upload

09-Nov-2024

Session
Applications
FCC Upload

Header
VE|B|11/07/2024|DENVER|CO|6|6|2|7|2

Applications

VA Bohart, Donald A Donald A Bohart 11990 Blackwell Wav Parker CO 801388860 5128553147 labohart@pathsolutions.com	
VA Partridge, McKenna McKenna Partridge 606 606 606 606 mckenna.june.99@gmail.com	
VA Polewski, Marcin M Polewski 606 606 606 606 marcin.polewski@gmail.com	
VA Scheyer, Ruben V Ruben V Scheyer 606 606 606 606 ruben.scheyer@gmail.com	
VA shrewsbury, joshua joshua shrewsbury 606 606 606 606 606 jshrewsbury1@gmail.com	
VA Stathopulos, Konstantinos Konstantinos Stathopulos 606 606 606 606 stathopulosk@gmail.com	

UPLOAD FILE CREATED

The following upload file has been created:
C:\SessionManager\UploadFiles\BCPVET00241107A0.enc

Okay

Excluded Applications
None -- All applications will be uploaded.

Select All

Clear All

☒
Include Counts

☐
FCC Errors Only

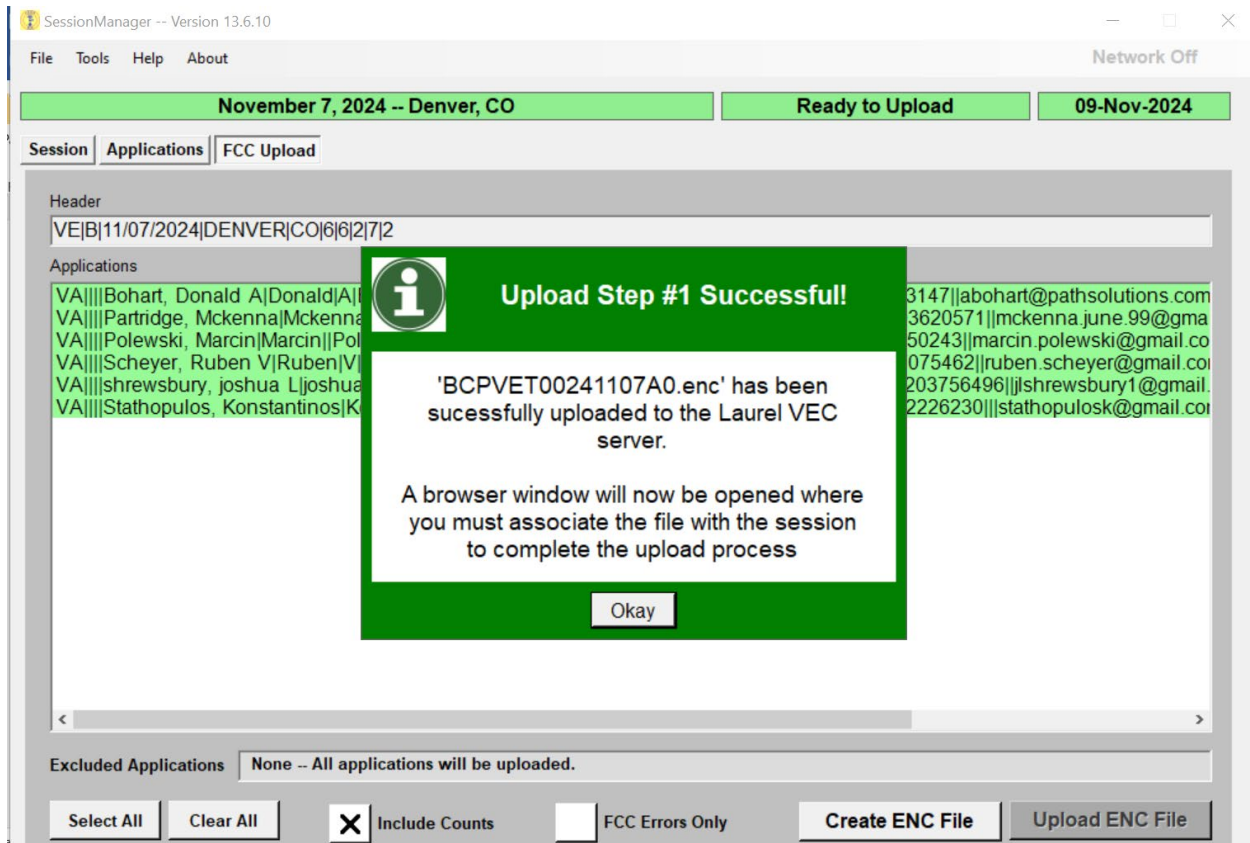
Create ENC File

Upload ENC File

Click on UPLOAD ENC FILE then UPLOAD

****NOTE** - the session must have been listed in the portal otherwise it will create a new session date and timestamp will be midnight - if you have not listed your exam in the portal DO SO FIRST BEFORE UPLOADING

The screenshot shows the SessionManager application window. At the top, the title bar reads "SessionManager -- Version 13.6.10". Below the title bar is a menu bar with "File", "Tools", "Help", and "About". On the right side of the menu bar, it says "Network Off". The main interface has a green header bar with three sections: "November 7, 2024 -- Denver, CO", "Ready to Upload", and "09-Nov-2024". Below this is a tabbed interface with "Session", "Applications", and "FCC Upload" tabs. The "Applications" tab is active, showing a list of applications. A "Select File to Upload" dialog box is open in the center, displaying a file named "BCPVET00241107A0.enc" and buttons for "Upload" and "Cancel". The application list in the background includes entries for Bohart, Donald A.; Partridge, Mckenna; Polewski, Marcin; Scheyer, Ruben V.; shrewsbury, joshua L.; and Stathopoulos, Konstantinos. At the bottom of the window, there is a section for "Excluded Applications" with the text "None -- All applications will be uploaded." and several buttons: "Select All", "Clear All", "Include Counts" (with a checked checkbox), "FCC Errors Only" (with an unchecked checkbox), "Create ENC File", and "Upload ENC File".



Click OK will open the portal

From the dropdown click on the session that this file pertains too (you will only see your sessions, this is the RC view)

If you do not see your session it is because it isn't in the Laurel calendar. IF that occurs DO NOT upload. Go to the team schedule and make sure your session is there, if not add it. Then go back to the software and do the upload again.

The screenshot shows a web browser window with the URL <https://portal.laurelvec.org/claim/17715/BCPVET00241107A0.enc/>. The browser's address bar and tabs are visible at the top. The page header is blue with the Laurel VEC logo and the text "The Laurel VEC - VE Portal" and "Administering FREE Amateur Radio License Exams since 1984". On the left side, there is a vertical menu with buttons: Dashboard, Teams, VE Roster, Add New VE, Resources, Learning, Exam Generator, and Logout. The main content area shows the process of attaching a file. The text "Attaching file BCPVET00241107A0.enc" is displayed. Below this, a message states: "This file needs to be attached to a specific exam session listing. Choose from a list of your recent sessions, or create a new unlisted session below." A dropdown menu is open, showing a list of sessions. The sessions listed are: 11/10/2024 9:00 AM @ PVET: Patriot VE Team: South Denver Masonic Lodge (Denver, CO), 11/9/2024 1:00 PM @ CSUVET: Colorado State University VE Team: Larimer County EOC (Johnstown, CO), 11/9/2024 10:30 AM @ TriLakes: Tri-Lakes Monument Radio Association VE Team: Monument Library (Monument, CO), 11/9/2024 10:00 AM @ PPRAAVET: Pikes Peak Radio Amateur Association VE Team: Pikes Peak Regional Office of Emergency Mgmt. (Colorado Springs, CO), and 11/7/2024 6:30 PM @ PVET: Patriot VE Team: DenHac (Denver, CO). Below the dropdown, there is a "Save" button. To the right of the dropdown, there is a "Session Date:" field with the value "11/10/2024" and a "Link to team:" field with the value "Select Team:". There is also a "Save" button below these fields.

The ENC file will be attached

← → ↺ 🏠 <https://portal.laurelvec.org/exam/session/11101/> 📄 🔍 ☆ 📧 🖨️ 📱

Apps TR Members Portal Ayoa TR Business Bootcamp... SiriusXM Google Account MeWe myfitnesspal CACI INTERSTATE DM

 Administering FREE Amateur Radio License Exams since 1984

Dashboard

Teams

VE Roster

Add New VE

Resources

Learning

Exam Generator

Logout

Go To
Call Sign:

<-- Return To
Laurel VEC

🟢 The file has been attached to the session and your regional coordinator has been notified. You may optionally add additional notes or files below.

Details for Exam Session: 11/7/2024 6:30 PM @ PVET: Patriot VE Team: DenHac (Denver, CO)

Session Information: - Status: ⚠️ RC Review - VE Session Manager: Unknown - Public Note: <i>sign up at hamstudy.org/sessions/wOpct</i>	Other Information: - Team: Patriot VE Team - View all sessions for this team - Team Leader: AA0NM - Nick Meacher - Regional Coordinator: AA3RR - Bob Rose - EBF files related to this session: 0
---	---

As a regional coordinator, you may:

[Mark the review for this session complete](#)

Session Correspondence:

This is the official record of the exam session where you can store relevant information and attach related files for review and archival.

Attach files, such as your ENC uploads from the Session Manager software, or PDF scans of your documents.

Submitting this form will also notify the Regional Coordinator for you.

Message: (optional)

Attach File(s): [Choose Files](#) No file chosen Up to 50 MB of files per upload. Larger files may take time to upload once you click on Save.

[Save](#)

Then click CHOOSE FILE and select from your drive the file that contains all the paperwork

Then click SAVE

You will see both files.

If there is an application you are holding, such as pending an FCC application, make a note in the message session.

Once the response file has returned from the FCC log back into Exam Tool and FINALIZE your session.

INDEX

Assistant Team Leader		Restesting	15
definition	2	exceeding PVET policy.....	15
Co-Owner		Screen shot	
definition	4	applicant requesting to join session.....	12
Current version	See Session Manager	request to join session	12
responsibilities		Session Manager	
Session Manager to check	1	definition	2
Deputy Team Leader		duties	7
definition	2	paperwork.....	19
Duties		signing 605 and CSCE	17
Session Manager.....	7	Support Personnel	
VE Admin	7	definition	3
Element credit	8	Team Leader	
ExamTools		definition	2
definition, Co-Owner	4	VE.....	See Volunteer Examiner
definition, Owner.....	4	defintion, ExamTools	4
definition, VE Admin	4	VE Admin	
Felony question		definition	4
opinion on FCC actions.....	18	VE Session Manager.....	See Session Manager
Owner		Volunteer Examiner	
definition	4	definition	2
Pending applications.....	19		

