

Amateur Radio Emergency Communications Course

Field Examination Information and Instructions



Field administered exams are offered for ARRL Amateur Radio Emergency Communications Courses (ARECC) Levels 1, 2 and 3.

Registration of Exam Sessions

1. All exam sessions must be pre-registered with the ARRL Continuing Education Program. To review instructions on registration of exam sessions go to the Field Examiner Resource Page at <http://www.arrl.org/cepf/fieldexams> on the ARRL website. All exam session registrations are reviewed on a weekly basis. The exam session will not be posted if it does not include all required information, including the names of two registered Field Examiners.
2. Session registrations will be posted in our Listing of Classroom Courses and Exams at <http://www.arrl.org/cce/activity-list.php3>. You may review your listing there. Students may also access this information from the Student information page.
3. Send any changes or corrections 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.
5. Exam kits include the essential forms, two versions of exams for each of the three levels (5 copies of each), and answer keys. Contact us at cep@arrl.org for anticipated additional exam material needs. Exam booklets and answer keys may be reproduced to accommodate a large number of examinees in an exam session, but be sure that all copies of the exam booklet are accounted for after the exam session. None should leave the room.
6. Kits are shipped via US Priority Mail.
7. Check the Field Exam Resource Page at <http://www.arrl.org/cepf/fieldexams> to be sure you have the most current exam booklets when scheduling an 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 Field Exam Resource Page at <http://www.arrl.org/cepf/fieldexams>.

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

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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 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, ARECC examinations must be conducted separately, i.e. in a different room or at a different time, from FCC licensing exams.
5. Examinees must hold a valid FCC Amateur Radio license.
6. Examinees may not take Level 2 or 3 exams without first passing the prerequisite Level(s). Examinees must present proof of successful course completion from either a prior field examination or online class graduation before proceeding with a higher level exam. Proof of successful completion is an ARRL issued certificate or ARRL issued ID card with the date of completion and a Dave Sumner K1ZZ signature.
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. 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 will 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 20 out of 25 questions must be answered correctly.
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. However, Field Examiners may tell an examinee which learning units the missed answers were from to indicate which sections need to be reviewed.
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.*

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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. An examinee may take as many *different course* exams at an exam session as he or she wishes for a single test fee of \$15. For example, one fee of \$15 is charged for an examinee to take one exam for each of all three levels of the Emergency Communications exams at a single sitting. However, 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.
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.
7. Exam session results and remittances should be mailed promptly 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 an examinee's e-mail address is included on the answer sheet, the examinee will receive e-mail confirmation of their successful completion at the time we record the exam session. ARRL members will be able to download and print their course completion certificate through a link provided in this e-mail notice.

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2. All examinees receiving a passing score are mailed a course completion certificate and ID card. Examinees can expect to receive their certificates and ID cards within six weeks *of receipt of the exam session material by our office.*