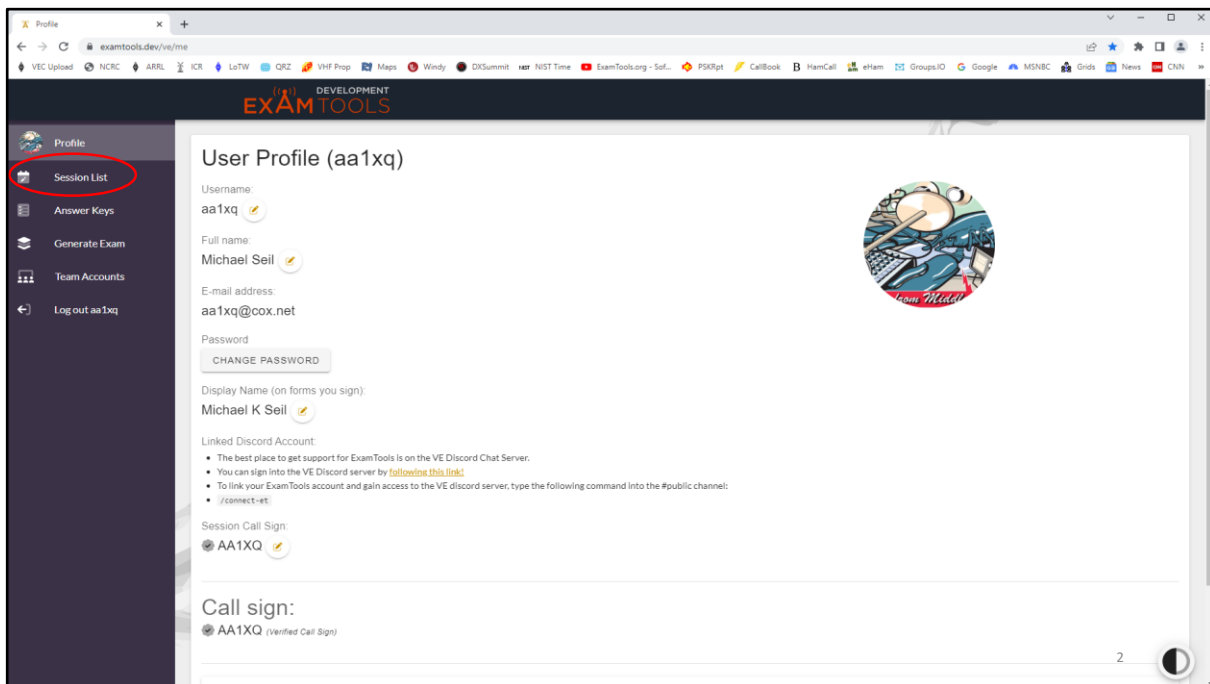


This presentation provides a quick look at how the ExamTools Test environment functions by looking at the application using the ExamTools SandBox. Once conversant with the machinations of the process, conducting a faux ExamTools session in the SandBox should take only 10 – 15 minutes.

-Navigate to the SandBox website using the examtools.dev link and log in using callsign and password.

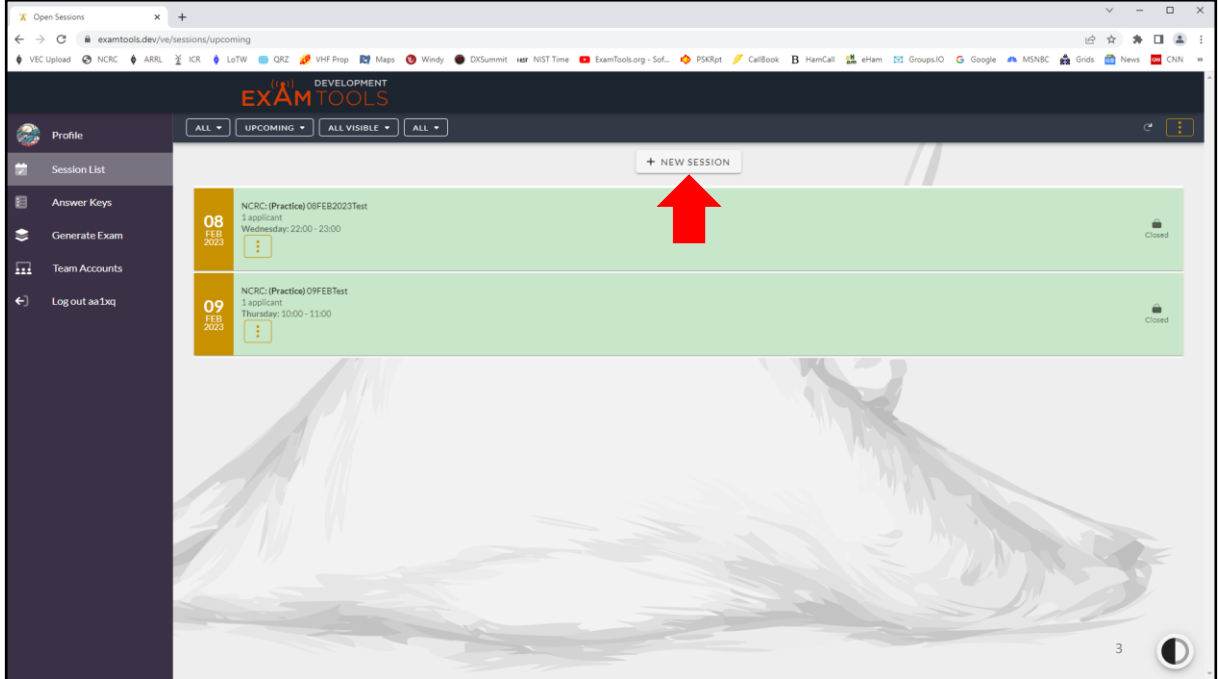
-Logging in requires prior registration. This is NOT carry over from the ExamTools Test site. One must once again provide an official copy of the ham ticket, etc...Unfortunately, it is a bit of a process. But, all it takes it a bit of patience and perseverance, just like obtaining the ticket in the first place. Please contact AA1XQ with any issues.



After credentials are accepted and one is logged in to the SandBox the user is presented with the 'Profile' screen. From this point;

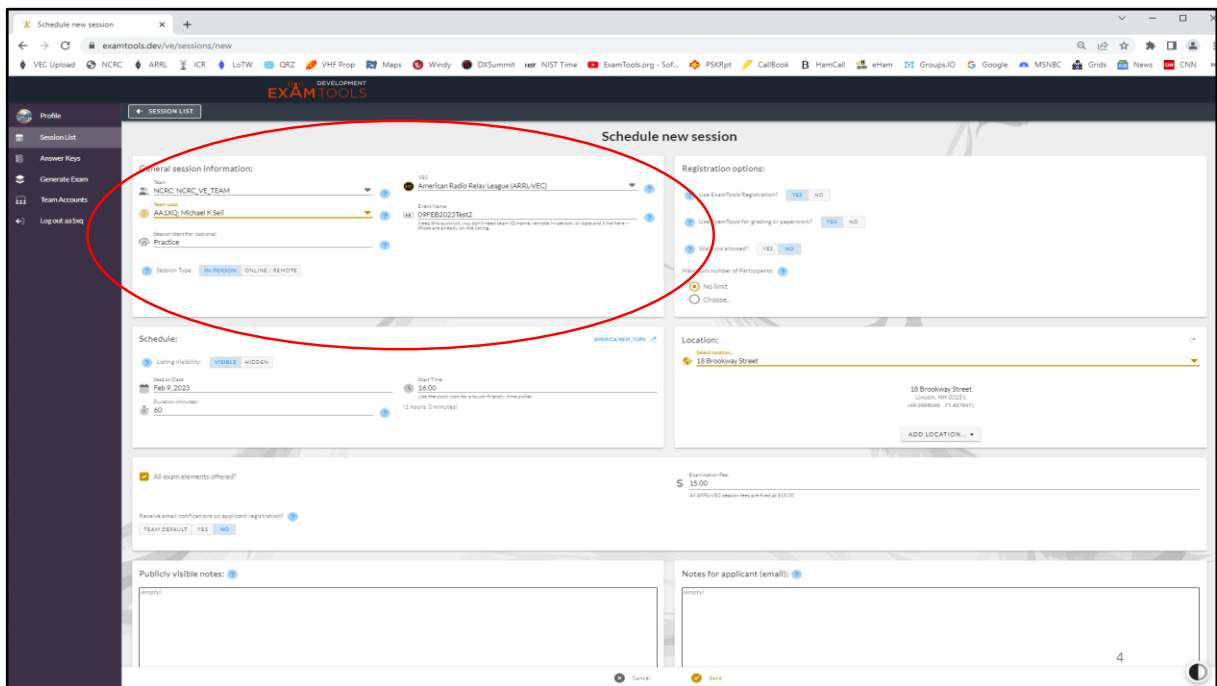
-Select 'Session List'

-See next slide.



At this point we want to create a 'New Session' to practice in the SandBox.

-See next slide.



To create the new SandBox session we must fill in a bit of information regarding the particulars of the event as we would for an actual exam. Many items can be auto-populated by selecting the carot next to each entry. These include;

-Team name (NCRC: NCRC\_VE\_TEAM) and VEC (ARRL).

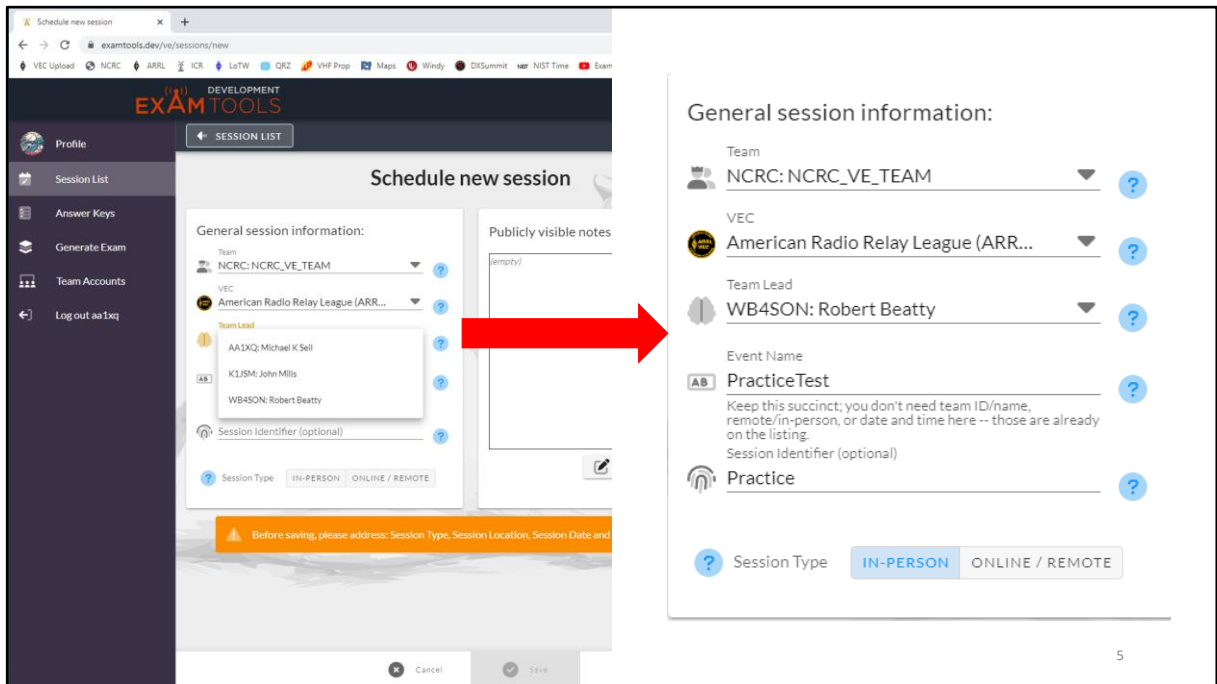
-The TeamLead entry is selectable from a drop down menu; AA1XQ, K1JSM, or WB4SON. IT DOES NOT MATTER WHICH TEAM LEAD IS CHOSEN!!!

-Other info to be filled in includes 'Registration Options' – select 'No' Walk-Ins.

For 'Schedule' we want the listing visible. This will allow the scheduled session to be visible on HamStudy.org and allow candidates to register for the session online.

-Under 'Location' a drop down is available to select a faux session location. It easiest to simply use this shortcut.

-See next slide.



In this example we have selected WB4SON as Team Lead.

-We provide an Event Name and Identifier.

-We also select 'IN-PERSON' as NCRC does not (will not) offer ONLINE/REMOTE sessions.

-See next slide.

### General session information:

Team  
NCRC: NCRC\_VE\_TEAM ?

VEC  
American Radio Relay League (ARR... ?

Team Lead  
WB4SON: Robert Beatty ?

Event Name  
PracticeTest ?  
Keep this succinct; you don't need team ID/name, remote/in-person, or date and time here -- those are already on the listing.

Session Identifier (optional)  
Practice ?

Session Type ? IN-PERSON ONLINE / REMOTE

### Registration options:

? Use ExamTools Registration? YES NO

? Use ExamTools for grading or paperwork? YES NO

? Walk-ins allowed? YES NO

Maximum number of Participants: ?

No limit  
 Choose...

### Schedule:

? Listing Visibility: VISIBLE HIDDEN

Session Date Feb 10, 2023 Start Time 16:00  
Use the clock icon for a touch-friendly time picker

Duration (minutes): 60 ? (1 hours, 0 minutes)

### Location:

Select location... ?

18 Brookway Street ?

18 Brookway Street  
Lincoln, NH 03251  
(44.0568049, -71.627847)

ADD LOCATION... ?

6

Any generic name will do for the name of the Practice Session. Also note;

-No Walk-Ins.

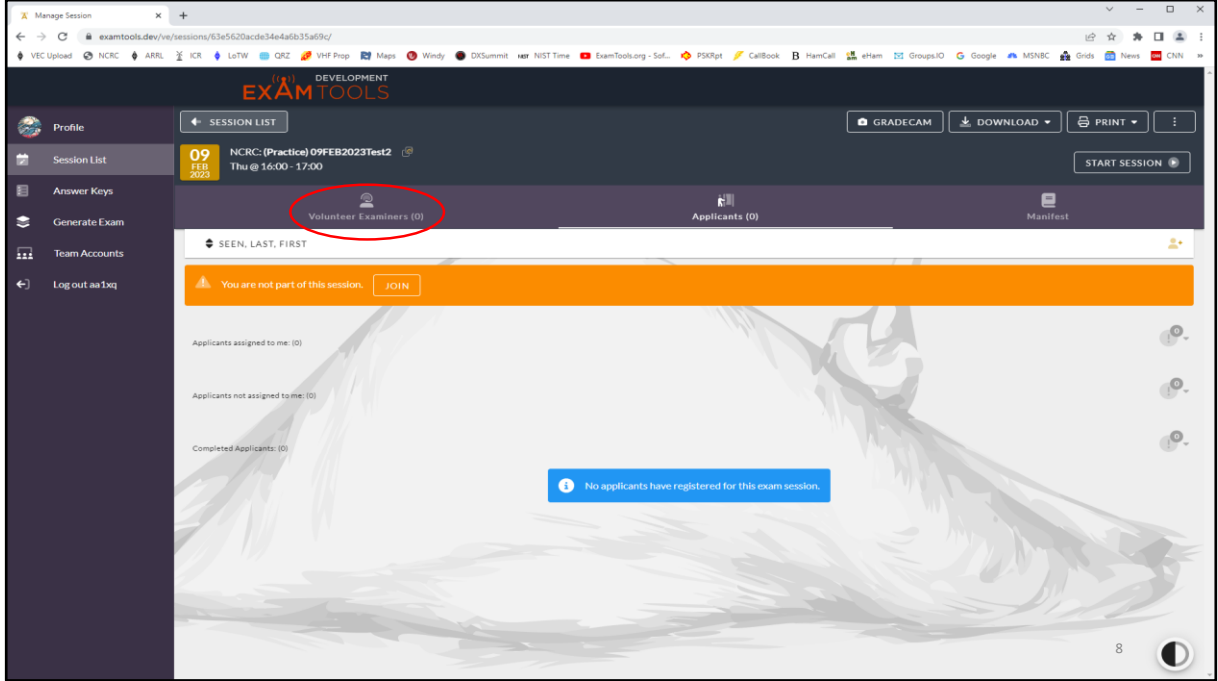
-Listing Visible (on hamstudy.org).

-Location is auto-populated faux address

The screenshot displays a configuration page for an exam. At the top left, there is a checked checkbox labeled "All exam elements offered?". To the right, the "Examination Fee" is set to "\$ 15.00", with a note below it stating "All ARRL/VEC session fees are fixed at \$15.00". Below this, a question "Receive email notifications on applicant registration?" is followed by a toggle switch currently set to "YES", with "TEAM DEFAULT" and "NO" as alternative options. Underneath, there is a section for "Email address for notifications:" containing a text input field with the email "Mikey aa.lxq@cox.net" and a "+ADD" button. At the bottom of the form, there are two text areas: "Publicly visible notes:" and "Notes for applicant (email):", both currently empty. The bottom of the interface features a "Cancel" button (with an 'x' icon) and a "Save" button (with a checkmark icon). A page number "7" is visible in the bottom right corner.

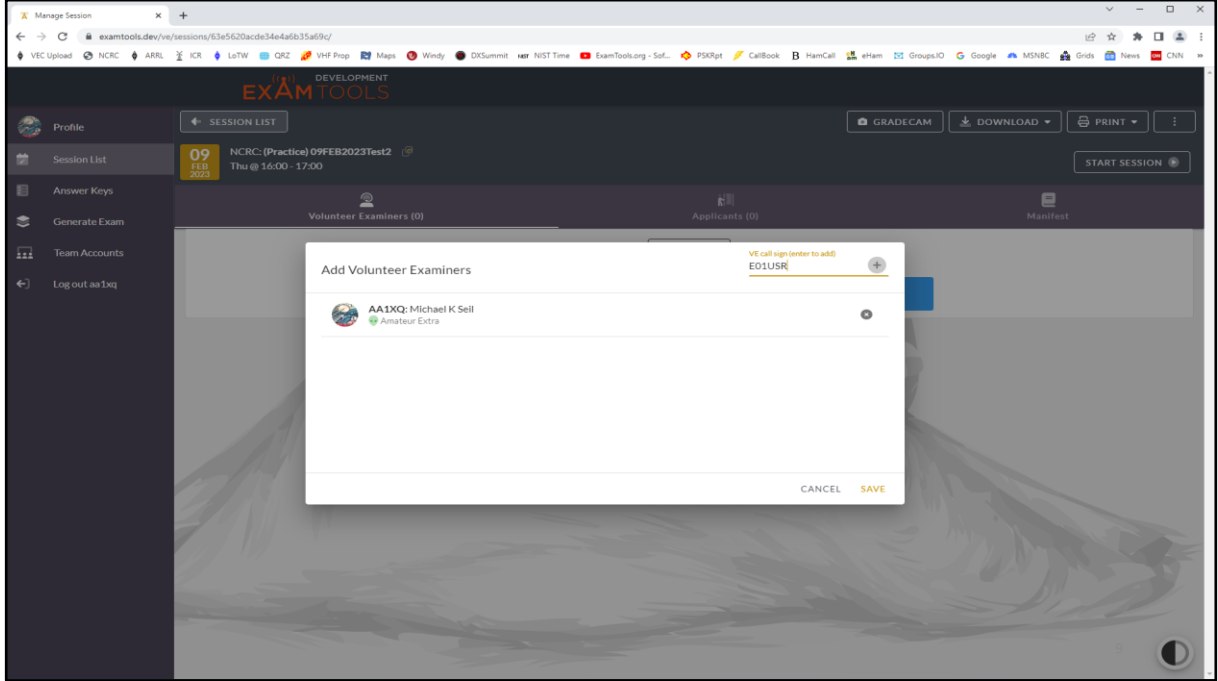
A nice feature of ExamTools is the ability to request an Email when a candidate registers for an exam. Of course a valid Email address must be supplied by the administering VE.

-Select 'Save' to move on in the SandBox. If the 'Save' button be grayed out, information of some type is missing from the above entries.

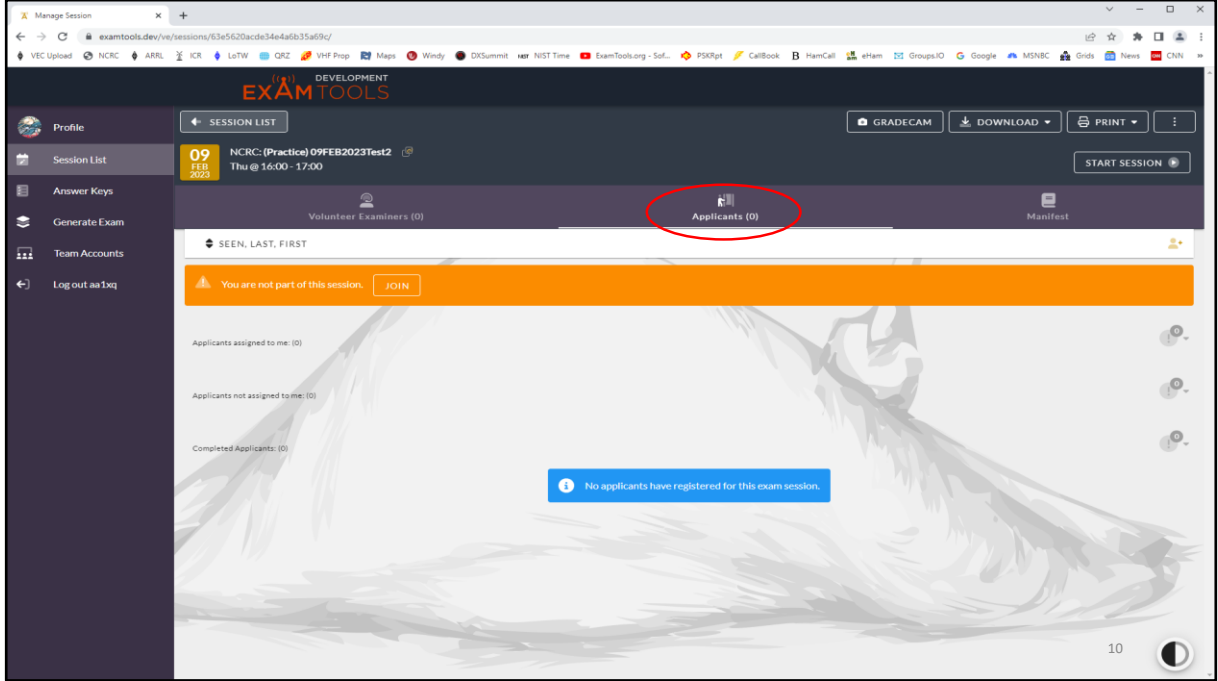


One must first add three VEs to support the exam. They will be yourself and any two other faux examiners designated E01USR, E02USR, G01USR, and G02USR.

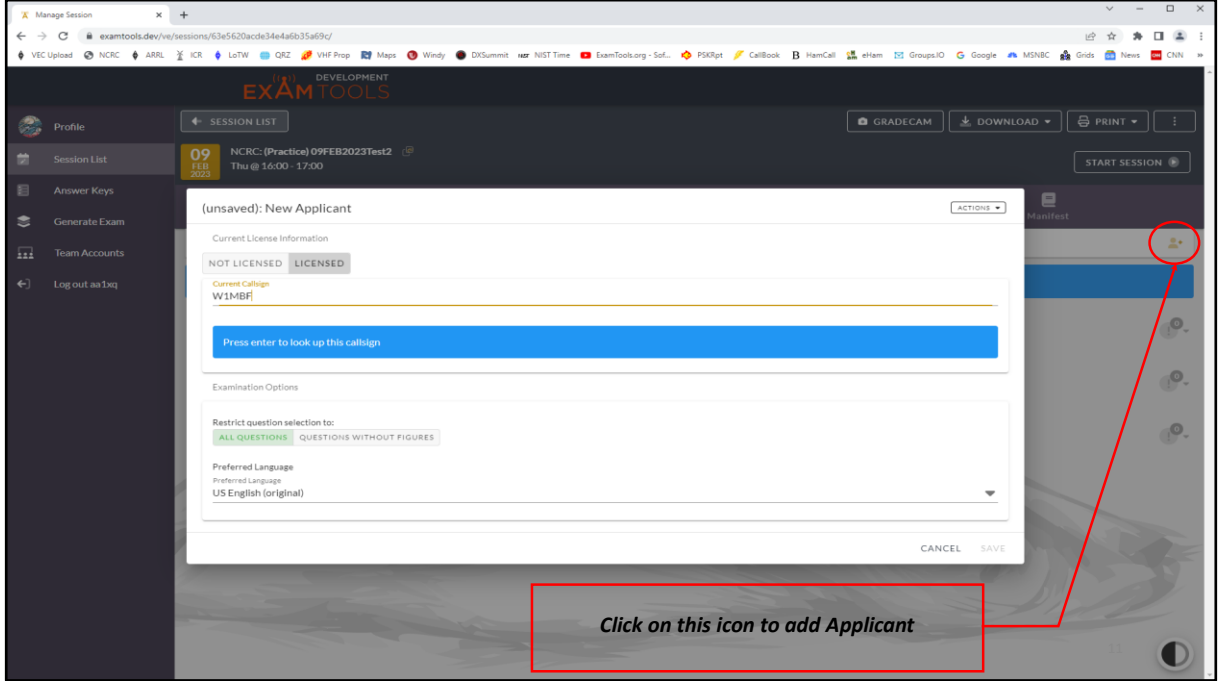




In this example we are ready to input the second VE supporting the exam as E01USR. The password for this faux VE is 'password01'. Similarly, the password for faux VE E02USR will be 'password02'. Click the '+' sign or hit the 'Enter' key to populate the VEs.



One next adds faux applicants by clicking on the 'Applicants' icon.



(unsaved): New Applicant ACTIONS

Current License Information

NOT LICENSED LICENSED

Current Callsign  
W1IMBF

Current license class: General

Change the name in the ULS?  
NO CHANGE CHANGE IT

\*First Name M.I. \*Last Name Suffix  
Mark B Flaherty

Change the address in the ULS?  
NO CHANGE CHANGE IT

\*Mailing Address  
97 Bristol Ferry Road

\*City \*State \*Zip  
Portsmouth RI 02871

Contact Information

Email Phone

Administrative / Other

Change call sign systematically?  
KEEP CURRENT CALL SIGN CHANGE IT

Has the applicant ever been convicted of a felony in any state or federal court?


12  
CANCEL SAVE

In this example we select a licensed amateur who is wanting to upgrade to Extra. Once a valid callsign is entered in the tool, the candidates information is pulled up automatically. The only information missing is an Email address that we dummy in. Once this is done the 'Save' button becomes available.

(unsaved): New Applicant ACTIONS ▾

Current License Information

Current Callsign  
W1MBF

Current license class: General 

Change the name in the ULS?

\*First Name  M.I.  \*Last Name  Suffix

Change the address in the ULS?

\*Mailing Address  
97 Bristol Ferry Road

\*City  \*State  \*Zip

Contact information

Email  Phone

Administrative / Other

Change call sign systematically?

Has the applicant ever been convicted of a felony in any state or federal court?

13  
CANCEL SAVE

The faux Email address is input and the 'Save' button may be selected.

(unsaved): New Applicant

Current License Information

NOT LICENSED  LICENSED

FRN  
0000000000

Applicant Identity

\*First Name \_\_\_\_\_ M.I. \_\_\_\_\_ \*Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Address Information

\*Mailing Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

Contact Information

Email \_\_\_\_\_ Phone \_\_\_\_\_


Administrative / Other

Has the applicant ever been convicted of a felony in any state or federal court?  
 NO  YES

Examination Options

Restrict question selection to:  
 ALL QUESTIONS  QUESTIONS WITHOUT FIGURES

CANCEL 14 SAVE

 -- Make Fake

To add an unlicensed applicant a string of ten zeros is entered for the FRN. From here we may select 'Make Fake' by clicking in the upper right corner of the screen. A dummy Email address is all that must be added in this case.

(unsaved): New Applicant ACTIONS ▾

Current License Information

NOT LICENSED  LICENSED

FRN  
000000000

Applicant Identity

*First Name Arlen	M.I. R	*Last Name Vannie	Suffix I
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Address Information

\*Mailing Address  
451 State St

*City Salt Lake City	*State UT	*Zip 84111-
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Contact Information

Email m@m.com	Phone (123) 456-7890
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Administrative / Other

Has the applicant ever been convicted of a felony in any state or federal court?

NO  YES

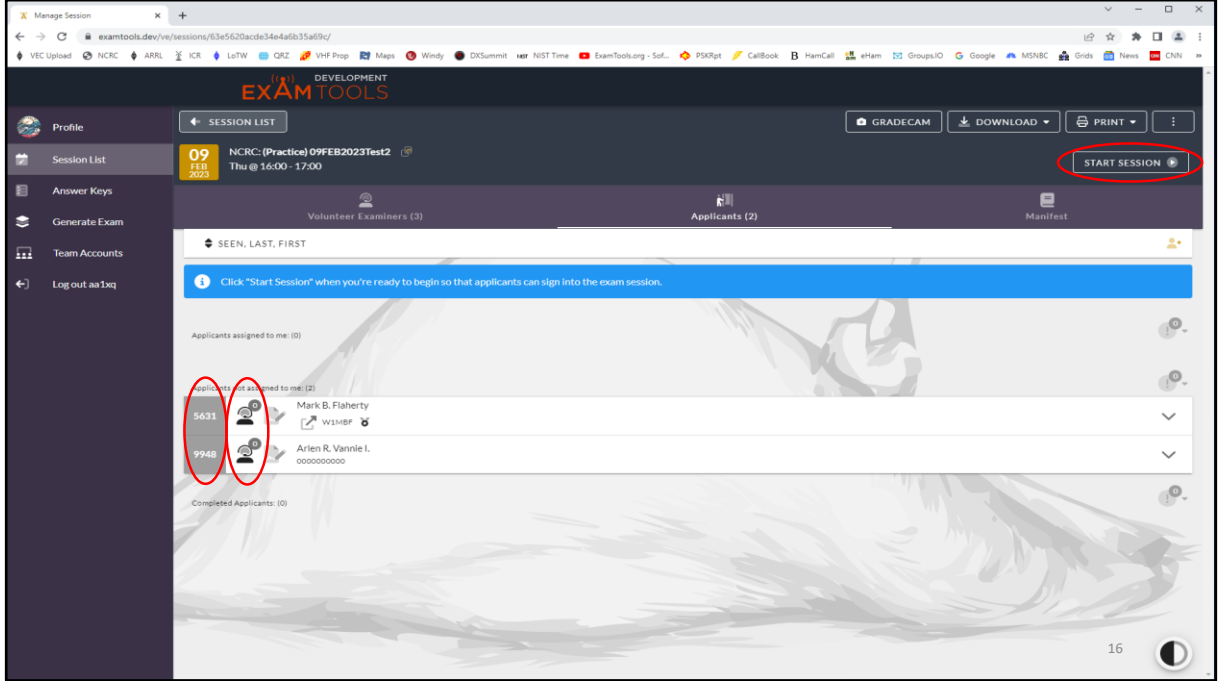
Examination Options

Restrict question selection to:

ALL QUESTIONS  QUESTIONS WITHOUT FIGURES

15  
CANCEL SAVE

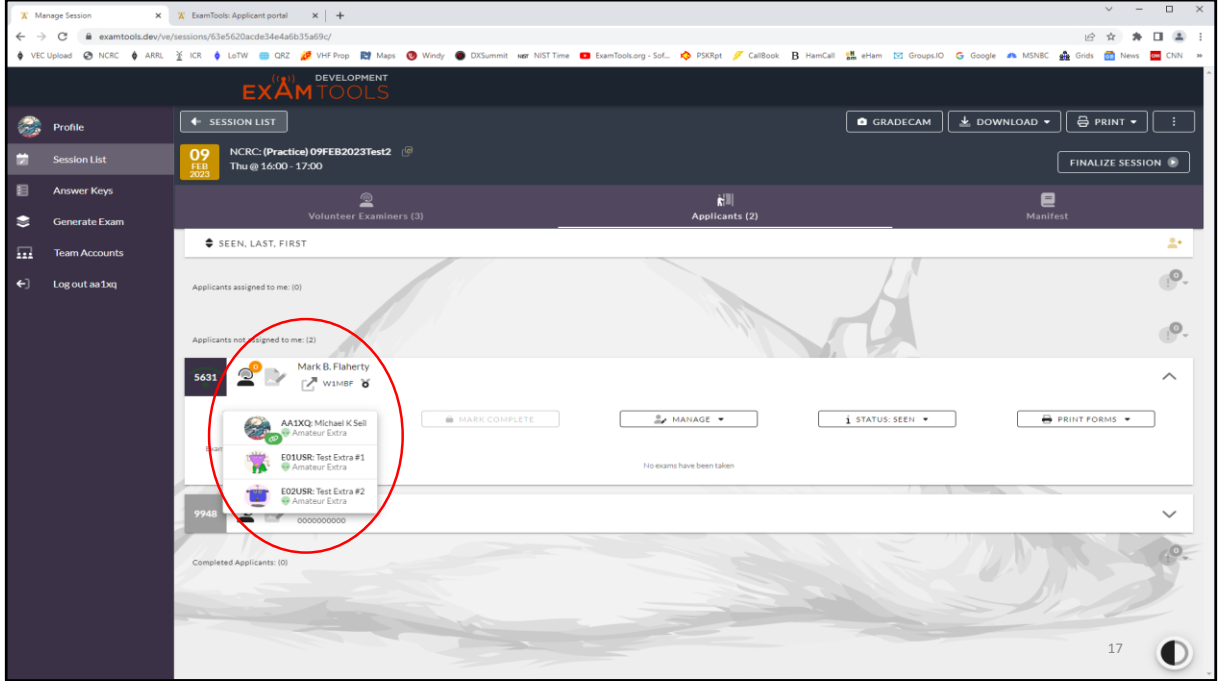
The dummy Email has been entered and the faux Tech candidate information is complete.



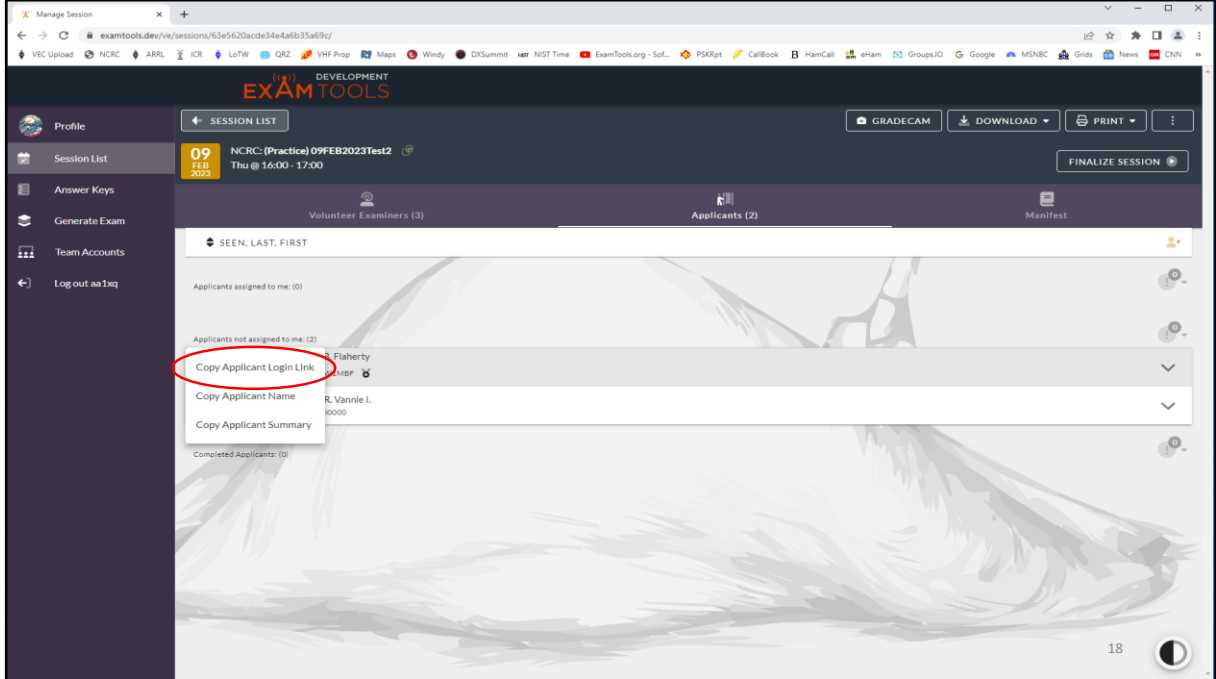
At this point we must assign VEs to the candidates. We do this by clicking each candidate icon and selecting each VE in turn.

-After VEs have been assigned for all candidates we may start the exam by left clicking on the 'Start Session' button in the upper right corner.



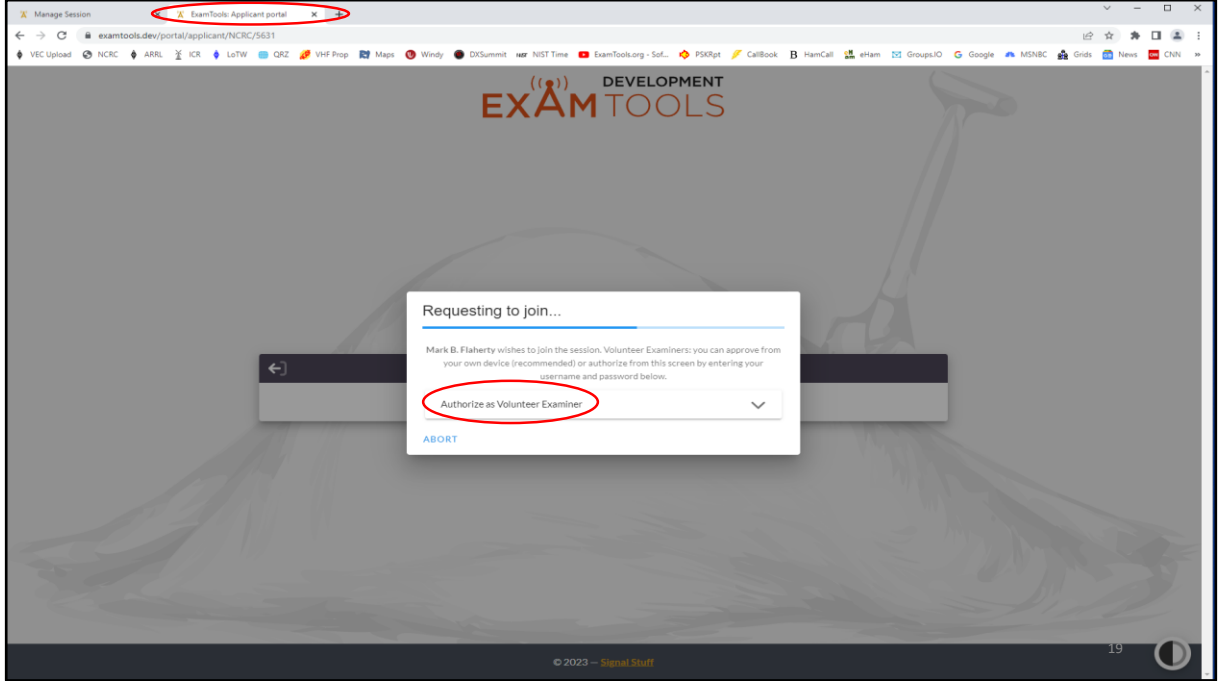


Note that the orange lollipop indicates that no VEs have been assigned to the candidate. A left click on the this orange bubble shows which VEs are available to be assigned to the candidate.

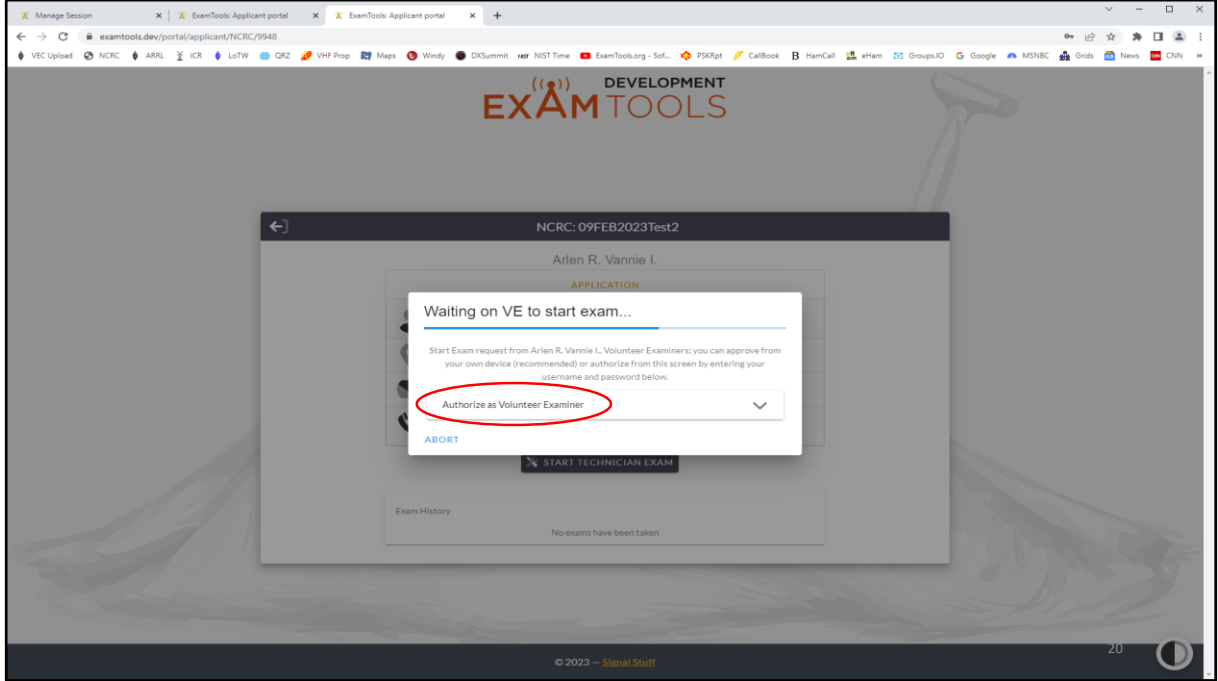


-The number to the far left of each candidates name is their PIN they need to enter to start the exam.

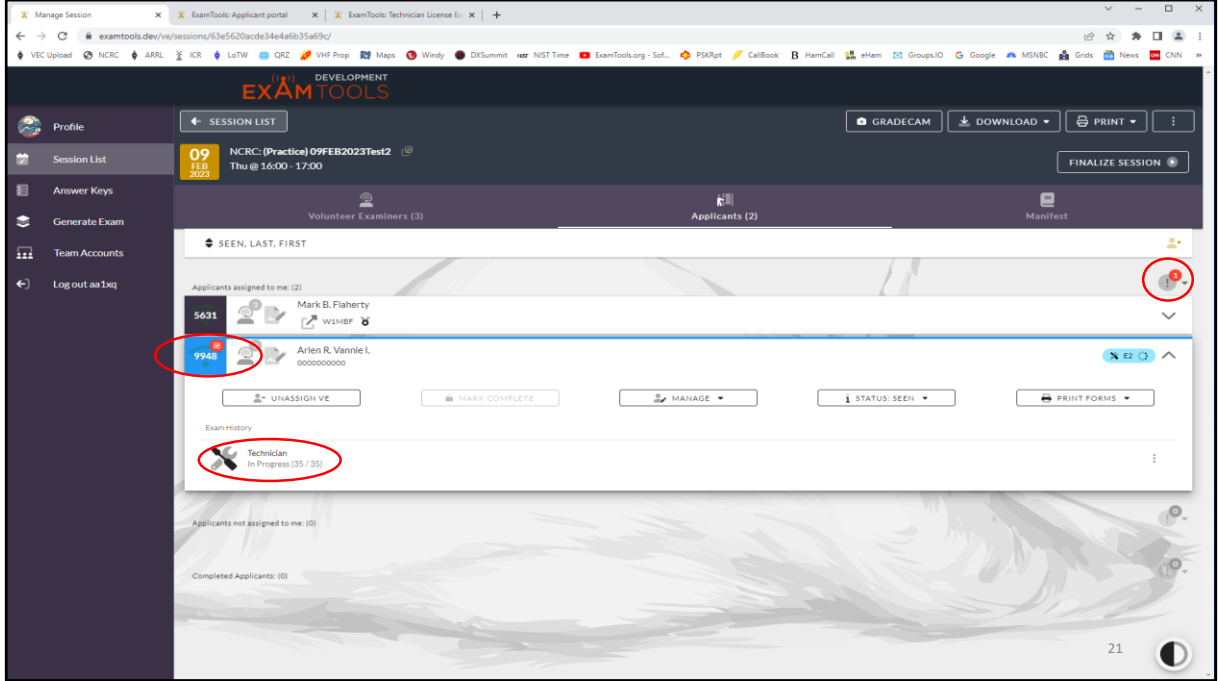
-Left click on a candidate PIN and select 'Copy Applicant Login Link'. We then open another browser window and paste this link into the new window. This action will bring us to the simulated student login screen.



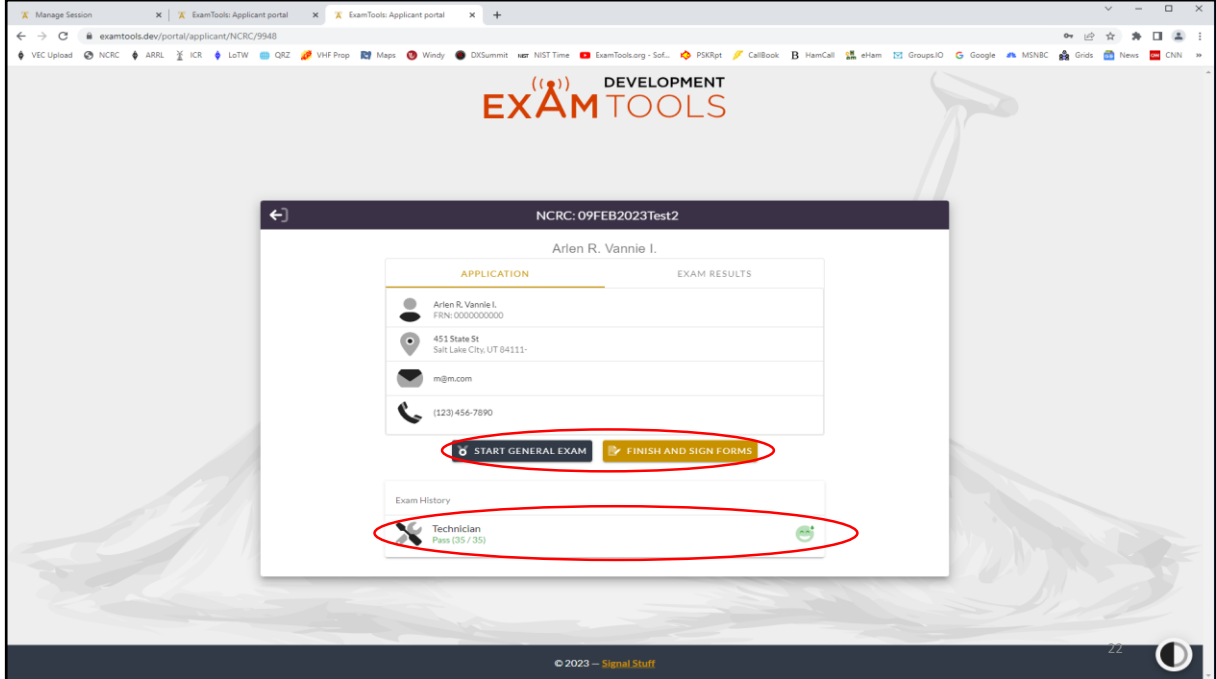
We must authorize the candidate to join the exam and, later, authorize the individual to start the exam. The screen shown above is the display in the student's browser. Notifications are also given in the administering VE browser windows.



The candidate browser window after a request to start the exam.

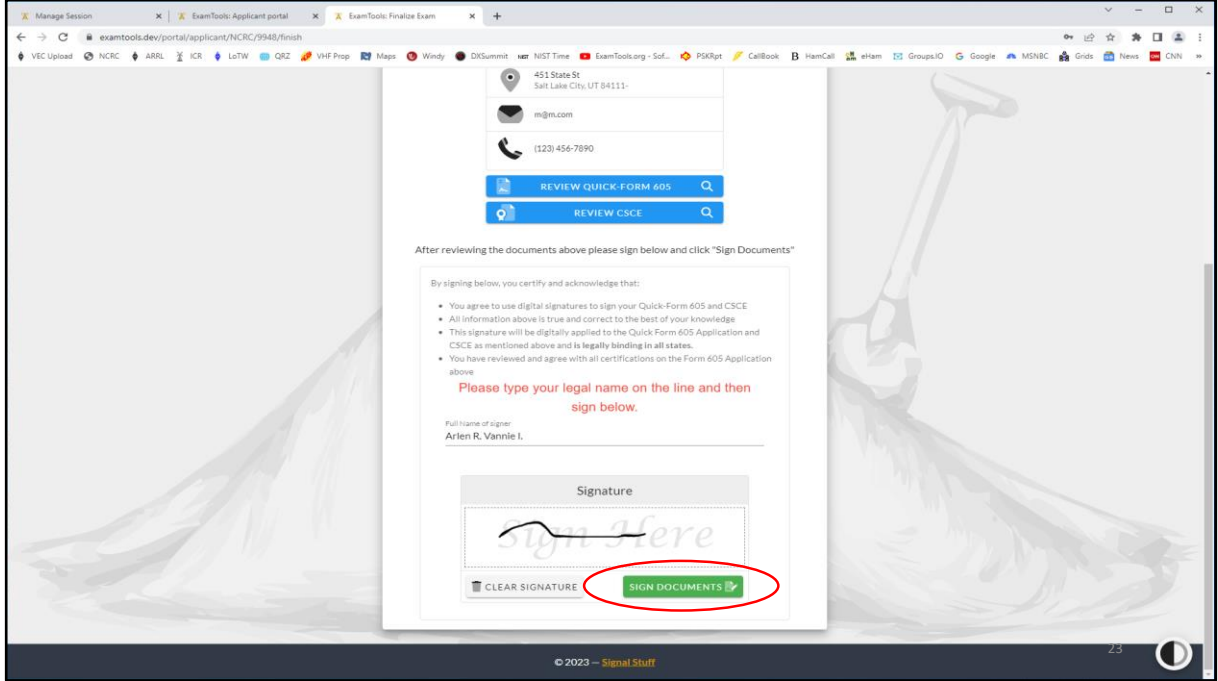


This example shows a screen capture of the red notification gumdrops that appear in the VE browser window. Clicking either will allow the VE to authorize a student's joining the exam and starting the exam.

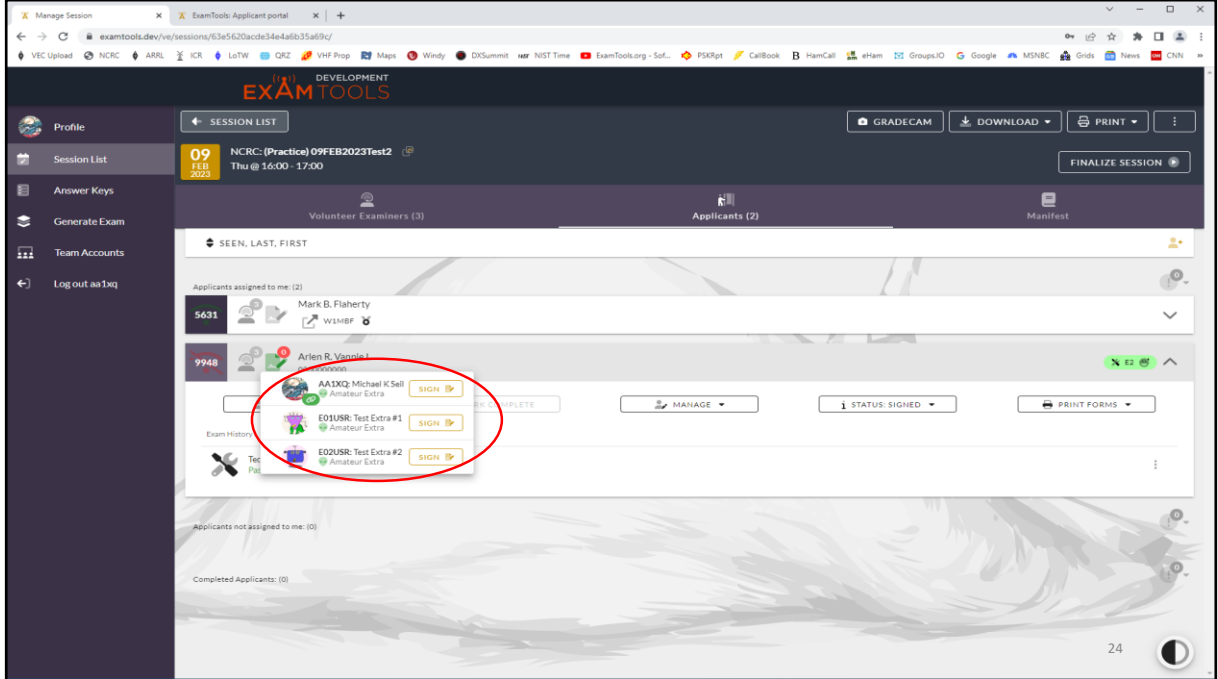


This slide shows a screen capture of display the student will see upon successful completion of an exam. This is indicated by the green smiley face in the lower portion of the screen and the green text showing the score, 35/35 in this case – this person rocked it!!!

-At this point the candidate may either finish and sign their Form 605 & CSCE or test for the next higher license class should they choose.

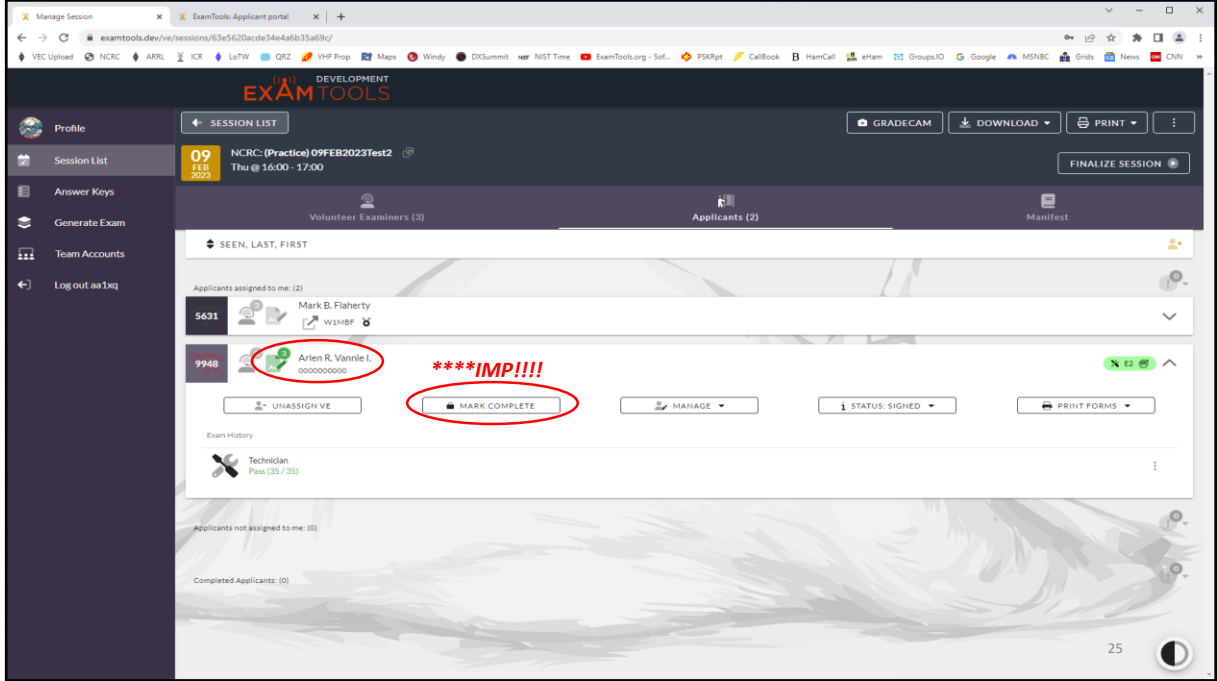


-In this case the student has elected to sign all forms and call it a day.

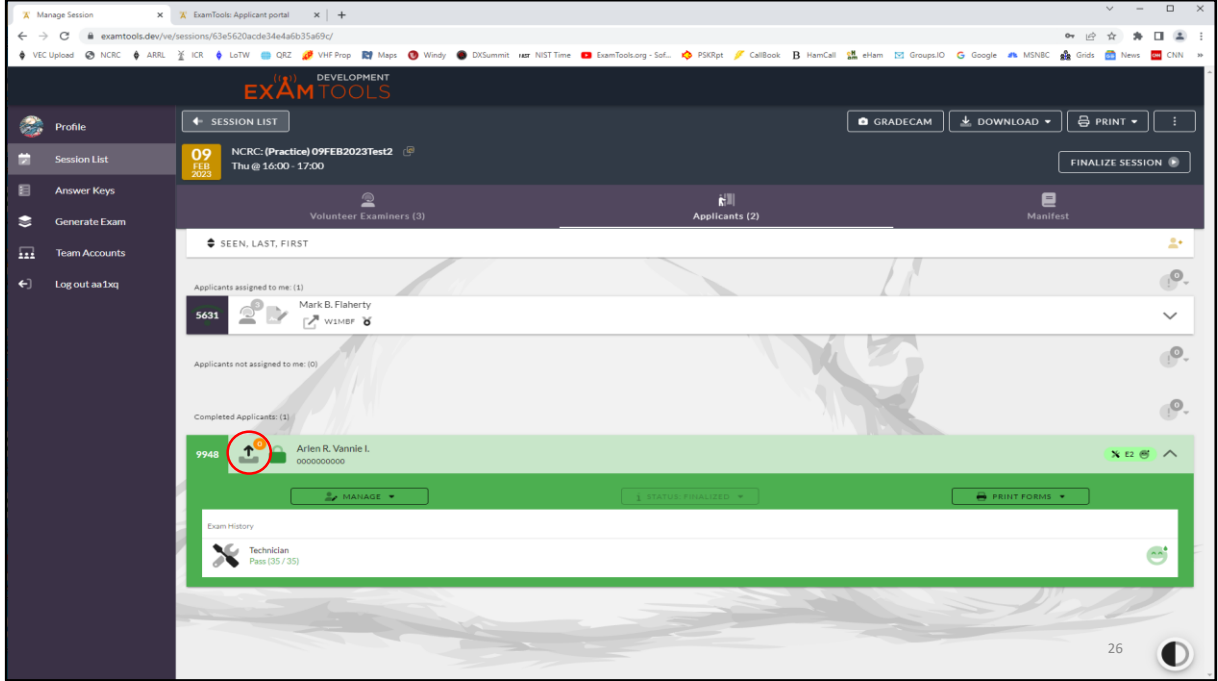


-Back on the VE screen, the red gumdrop indicates that VE action is required. In this case candidate Arlen has signed all forms and the VEs must also sign the Form 605 and CSCE.

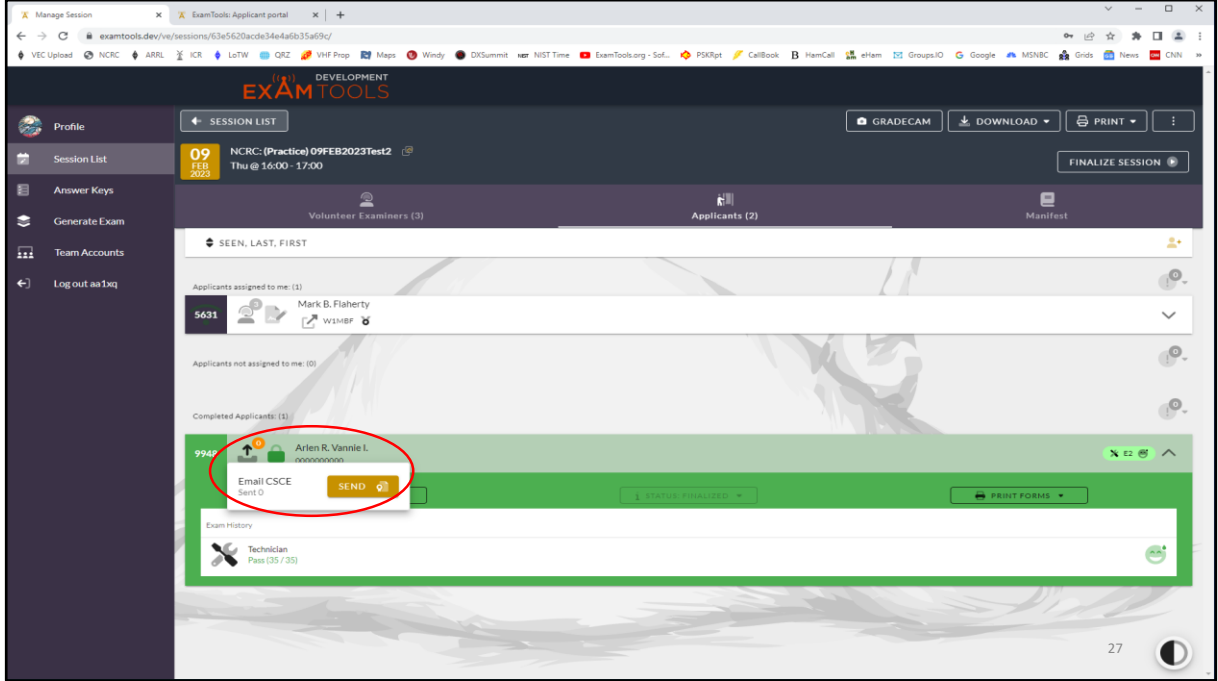




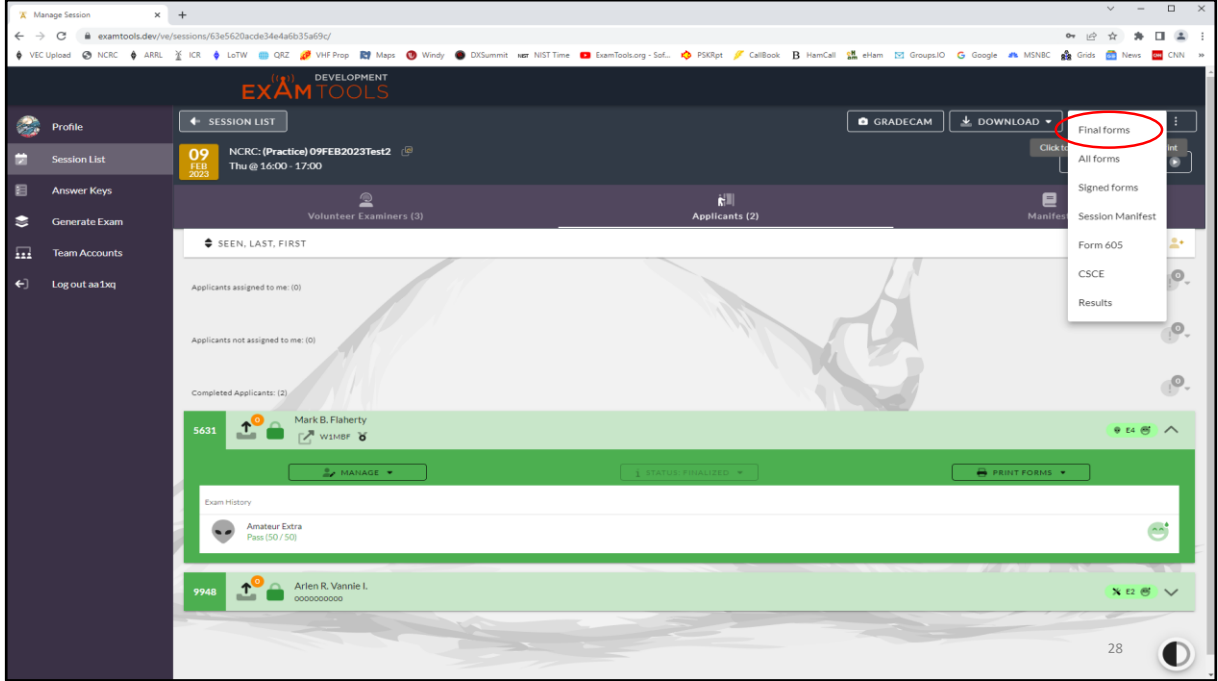
-After all VEs have signed the necessary forms, as indicated by the green gumdrop, the 'Mark Complete' button is selected for the candidate.



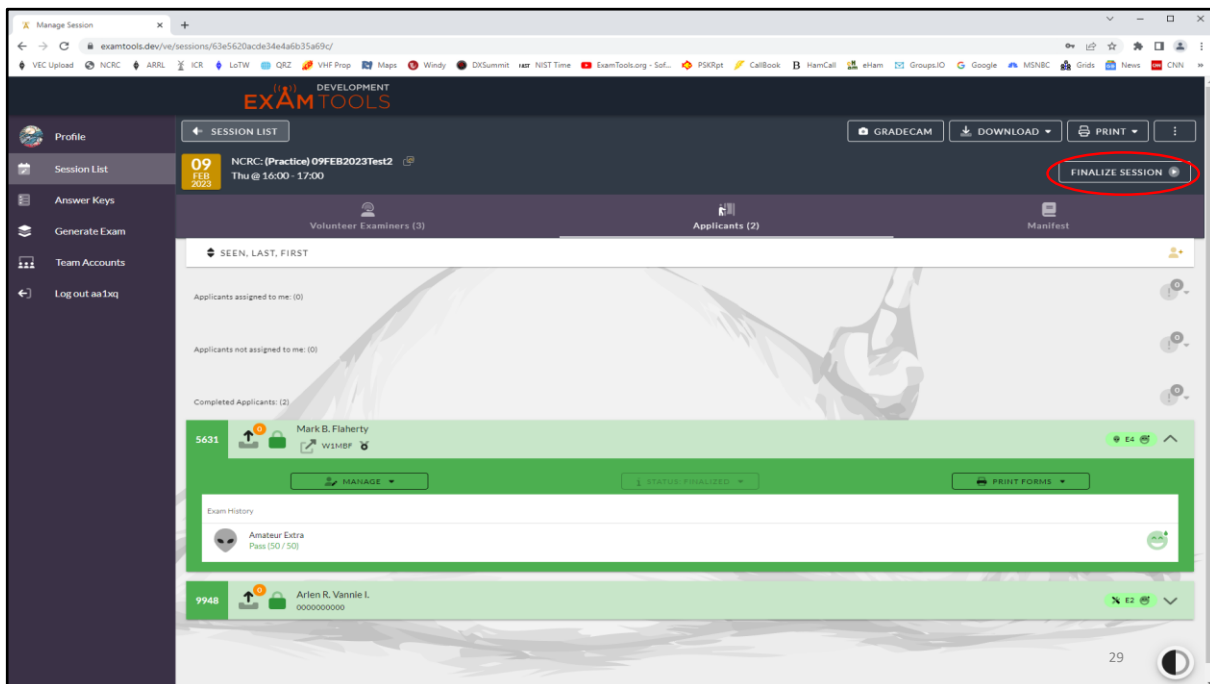
-After the candidate is marked complete an orange gumdrop appears. Selecting this icon allows the VE to send the candidate their completed CSCE via Email.



-The 'Send' button.



In this example we see that no CSCE Emails have been sent to the successful candidates owing to the fact that we dummed in Email addresses to run the session in the SandBox. But, we have marked each candidate complete and may now print out the 'Final Forms' and save the resulting .pdf file that is to be forwarded to the ARRL VEC. The file contains the session manifest, candidate Form 605s & CSCEs, as well as candidate answer sheets.



-After all session candidates are marked complete, CSCE Emails sent and all forms have been saved (session manifest, candidate Form 605s, candidate CSCEs and test forms), we may finalize the session. At this point the only thing left to do is to upload the session forms file to the ARRL VEC. The ARRL, in turn, sends the forms data package to the FCC and successful candidates are typically issued their licenses or upgrades within a few days of the test date. ExamTools also sends the administering VE Team Lead an Email when this occurs (i.e. the licenses/upgrades are issued).

**The End!!! Vy 73!!!**

AA1XQ