

**Exam Set-up:**

Photo Id

360 degree tour

Share Screen

Session Call & Pin

Join Session

Confirm information is correct

Start Exam

**Exam Navigation and Tips:**

35 (or 50) Questions

No Time Limit

Unanswered Question counter (top right) counts down to “0”

May skip questions. If so, that Q # will appear top left.

You can change answers

Click “Grade Exam” when you are finished and ready to have the exam graded.

Navigate with keyboard or mouse

Diagrams expand\contract with mouse click

May minimize/move Zoom Window BUT don't mute your mic

Do you have questions? If not, we will mute our mics until you are done, click grade exam or speak to us with a technical question using the exam software.

**Grading & Completing the Forms:**

Passing score: Did you study for the next level?

If not: Click on “Finish & Sign forms”

Review the information for accuracy

Click on form 605 – verify – close

Click on form CSCE – verify – close

Create a digital signature then “sign documents”

Click “Finish session”

Click “Log Out”

Stop screen sharing

Now, 3 VEs will sign your 605 & CSCE then Herb will process and upload to W5YI who will process it in the morning and upload it to the FCC for licensing. All this usually occurs within 24 hours so expect to see your license on the FCC website by tomorrow. You will receive an email with a link to your new license information too.

Questions?

Click “Leave meeting” and have a good day.

## AA7HW / W5YI VE SCRIPT (Condensed)

### EDIT History:

- October 31, 2020: Initial Revision by Donna Herron, AG7MO.
- March 8, 2021: Clarify Grade Exam Button, by Herb Weiner, AA7HW.