Read the Following Testing Instruction to Applicants

Please remove all items from your desk except for pens, pencils, a blank sheet of paper, and a calculator. You may keep a drink on the table. Please make sure your phone is off and NOT VISIBLE. It CANNOT BE ON VIBRATE. If we hear a cell phone, we must ask you to leave. SMART WATCHES must not be visible. Earbuds can only be used for accessibility. Calculators need their memories cleared and checked by a VE.

If you need scratch paper, there is some available at the table. Please put your name on the scratch paper and turn it in with your exam. If you need a pencil, we have some at the table.

Online Exam Instructions

If you are taking the exam online, make sure all other programs are closed and your browser is in full screen mode. If there are any problems during the exam, press refresh. You can change your answer or skip questions. Skipped questions will be listed in the corner of your screen. Click Grade Exam when you are finished. Make sure to sign your paperwork when you are finished. Do not leave until your paperwork is signed. Your CSCE will be emailed to you when we have finalized everyone's paperwork.

Paper Exams

If you requested a large print exam and didn't get one, or if you would like one, please let us know.

Mark only one answer per question. There is no penalty for a wrong guess, so make sure you mark an answer for each question. If you make a mistake, make sure you indicate which one is your intended answer. Once we start grading, we cannot accept any changes to your answers. Do not use a red pen because the graders use them, and it will be hard to tell who made the mark.

Do not write on the test. If you find any writing, let us know and we will give you a new exam.

On your answer sheet, fill in the correct bubble for Technician, General, or Extra on the top left. Enter your PIN, Test ID, and fill in the bubbles. The Test ID is found on the top right of the exam. If the Test ID doesn't fit, enter the numbers after the dash. If you don't know your PIN, we can let you know.

You can take the next test immediately or wait for your results.

All Exams

If you have failed you may review your exam. You can retest if you miss Technician or General within 3 or Extra within 5. This also depends on the time left in the facility.

If you have passed, you can take the next test or let us know you are done. DO NOT LEAVE, you need to sign paperwork. When you sign your paperwork, make sure everything is correct.

After the exam

Please be mindful of your noise as other people will still be testing and we are trying to grade and process exams. Do not linger by the door as it causes disruptions.

If you do not have a call sign, you must wait until your call sign is posted before operating. You will get an email Monday morning from the FCC and Laurel VEC with instructions on how to pay the $35 application fee. You must pay within 10 calendar days or your application will be dismissed. Payments made by 6PM Monday through Friday are usually processed the next morning.

If you already have a call sign, you may start operating immediately. You must end your call with /AG or temporary AG for General or /AE or temporary AE for Extra. Upgrades are usually processed Monday Morning.

New and upgraded hams will receive an email with your license the morning it is processed.

We like taking pictures to share on Facebook. We can email or text them to you as well. Let us know if you do not wish to have your picture taken.