Handing out exams

Examination · https://glaarg.org/docs/guidance/examination/handing-out-exams/

GradeCam exams, you may pre-fill out the top of the answer sheet with the applicant's first and last name, the PIN #, Element, and exam number or you can have the Applicant fill it out for GradeCam sessions. It is imperative that it is legible! When the applicant is finished with the exam, they should turn in the booklet, answer sheet & work papers to the designated VE or a tray on the desk. You do not want examinees disturbing the grading process.

If one of the VEs has to leave the examining room, *leaving less than 3 VEs,* all test activity must stop until they return.

If the candidate passes their first exam and wants to take the next higher license, they should let the VE know when they register. Make sure the candidate passes before being given the next grade on the exam. For example, if they pass the Tech, then they may take the General, if they pass the General they may take the Extra. But make sure the candidate has studied and is ready to take those exams. You don't want to waste your team's time having them guess.

GLAARG's policy is that the applicant must pass the lower exam before they may take the next level.

When an applicant wants to leave the room during a test, the examiners will retrieve the test papers and give them a different version when they return. *The Examiner-in-Charge (Session Manager) should make this clear to all before the examination begins.*

During the exam, VEs who are not engaged in a task should be circulating around observing.

It's not a requirement for the parent to be in the room during the exam for under-13s, but it's permissible. Please admonish the parent to stay back and have no interaction with the child during the exam. Explain that any interaction might cause for the VEs to invalidate the exam and terminate the session. The VEs can use their own judgment as to whether or not any interaction is cause for invalidating the exam.