

Instructions for the in-person drive-up ham radio exam sessions sponsored by the Lake Washington Ham Club

Version: 1.1
01-Apr-2022

When: Unless otherwise specified, exam sessions are typically given on the 2nd Saturday of the month, from 11am until 1pm. See <https://ham.study/sessions/AE7TD/inperson> for a complete list.

What: There is a \$10 exam fee. Registration is done from the list above. Payment is done via a PayPal invoice. Exam fee waivers instructions are in the PayPal invoice. We support walk-ins but only if you can be registered and pay your PayPal invoice (or waiver) from your car. Walk-ins will be processed at the end of the testing queue.

Where: Our drive-up in-person exam sessions are given at:

23966 NE 69th Place
Redmond WA
(a private residence)

Located at:

<https://www.google.com/search?q=23966+NE+69th+Place+Redmond+WA&oq=23966+NE+69th+Place+Redmond+WA>

How: Here is how the exam session works:

- Candidates arrive and start queuing up starting at the exam start time. Candidates, stay in your vehicle. Testing is done on a first-come-first-served basis. Do not arrive at the exam location prior the exam start time as this is a private residence. There is street parking available.
- The exam is given to candidates sitting alone in their vehicle. Proctors and Volunteer Examiners will be walking around observing the exam while you take it.
- No paper or completed forms are distributed at the exam. Everything will be emailed to you immediately after the exam.
- You must bring:
 - Your PIN number to log into the exam software.
 - At the exam you will need to show us a government-issued photo ID, e.g., driver's license, passport, etc. to confirm your identity. If you do not have a proper ID for the exam, contact the Exam Registrar exam.registrar@lakewashingtonhamclub.org ASAP and before the start of the exam.
 - Calculators will be provided, but optionally, if you bring your own calculator, have it available for inspection as you check in. Candidate-provided calculators are permitted but will be closely scrutinized. Calculators must be function-only without key or step programmability. This is true even if the candidate does not know how to program it. Computer, tablet, or smartphone calculator apps are NOT allowed at any time. All candidate-provided calculators must be approved by the VE team prior to the start of the exam. Contact the exam registrar via email at: exam.registrar@lakewashingtonhamclub.org. The testing team reserves the right to deny the use of any calculator.
- We will provide you with:
 - A computer tablet used to take the exam.
 - A clip board, a single piece of scratch paper and a pen.
 - An arithmetic calculator.
- You must be alone in your car. No one else is permitted in the vehicle while the exam is being conducted. We will have a waiting area for parents/drivers if the candidate cannot drive themselves, e.g., if you are a youth. No additional occupants can come to the exam session. There is no play area or facility for other car occupants while the exam is being administered. No childcare is available.

- No electronic devices are allowed in the car while the exam is in-progress. There are no computers, tablets, smart phones, pagers, etc. Any such devices must be placed in your car's trunk or back compartment – out of reach and out of sight.
- Your car must be completely turned off while taking the exam. No Internet access (direct or hotspot) is allowed in the car. If your car has a screen with Internet access (such as a Tesla), the screen must be covered so it cannot be viewed.
- All study aids must be stowed in your car's trunk or back compartment while the exam is in-progress. This includes phones, papers, notes, books, and unapproved calculators. Radios of any kind must be to be stowed or turned off.
- Your car front and back seats and floors must be totally free of any papers, toys or other materials. The only exception is youth car seats that are bolted down in the car. Use this as an opportunity to complete your car's Spring Cleaning. This cleaning should not be done on-site but beforehand to save time.

If you have any special needs, additional questions or require accommodations, contact the exam registrar via email at: exam.registrar@lakewashingtonhamclub.org

Remember that after you test with our VE team and get licensed, your first year membership in the Lake Washington Ham Club is free, see <http://www.lakewashingtonhamclub.org> . Contact the exam registrar after the exam to join the club.

IMPORTANT NOTE: We do not refund exam fees or allow another waiver for no-shows. You must pay another exam fee the next time you register. If you are unable to attend the exam session, we will gladly refund your exam fee, or reschedule you without payment, if you contact us via either email, phone or text, up to the end of the exam session. After the end of the exam, there are no refunds or free re-scheduled waivers for no shows.

We do not offer retests within the same session unless you failed because of actions outside of your control.

You ** MUST BE READY TO PASS **