

Delaware Valley Radio Association (DVRA) Social Distancing Procedures  
Amateur Radio License Testing, September 12, 2020.

Location: Princeton Red Cross, 707 Alexander Road, Princeton, NJ

First test session: Registration begins 9:30AM, with testing to follow

Second test session: Registration begins ±11:00 AM, with testing to follow [if needed]



Following current/expected state and local guidelines and to protect the health and safety of both the test participants and volunteer license examiners, the following procedures will be in place for this testing:

Test takers must **sign-up prior to the testing**; walk-ins will not be permitted for this test session. Each test session is limited to 15 test takers on a first come, first served basis. To sign up for testing, send an email to Martin Crabtree, W3PR at [w3pr@arrl.org](mailto:w3pr@arrl.org). Should you need any handicapped accommodations, please mention this in the email. You will receive a confirming email that you are indeed signed up for and the time for your testing.

Testing will be at the Princeton Red Cross, **outside of the building nearest Alexander Road**. Test takers will be seated at least 6 feet apart and will take the test in their lap. Test taker seating will be within the view of the volunteer examiners (VE). **Test takers and VEs must wear masks that cover both the mouth and nose.** Note: The testing area can be quite sunny, bringing a hat with a brim is recommended. For inclement weather see below

#### **Test takers, please bring the following:**

- A **folding chair** or other seating.
- A **clipboard, lap desk, small folding table, or board** for use as a writing surface.
- \$15.00 cash, **exact change** or check made out to ARRL-VEC
- A government issued photo identification – drivers license, passport, etc.
- A copy of your current FCC amateur license (if you currently hold an amateur radio license)
- A completed application [form NCVEC 605\\*](#) (this link takes you to a version of the form that you can fill in and print out). Remember to sign the form.
- A copy of the [test answer sheet](#). Print out this sheet and fill in your personal information (you will fill in the element and booklet numbers at the testing). NOTE: Bring more than one answer sheet if you may be taking more than one test (i.e. Technician & General level tests).
- **Pencils and erasers** to fill in your test answers. Bring more than one pencil in case one or more of your pencils break. Pencils *will not* be available from the VE team.
- A **black or blue colored pen** (to sign paperwork). Pens *will not* be available from the VE team.
- A calculator (optional) Note: Cell phone calculators may not be used during the testing. A limited number of calculators will be available for use during the testing.

\* First time amateur license test takers: Refer to the DVRA's [license exam webpage](#) for information about obtaining a Federal Registration Number (FRN) prior to the testing to use in lieu of a Social Security Number on the application form and answer sheet.

#### **In Case of Inclement Weather**

If the weather does not permit testing outdoors, test takers will remain in their vehicles to take the test with only one person permitted in each vehicle. Cell phones will be turned off and placed on top of the dashboard, furthest from the test taker.

**These procedures may be revised prior to the actual testing date.**

