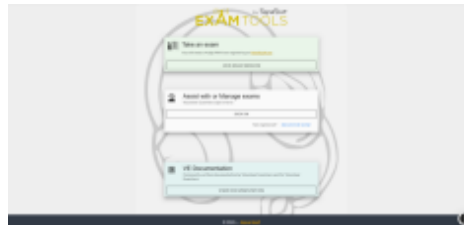


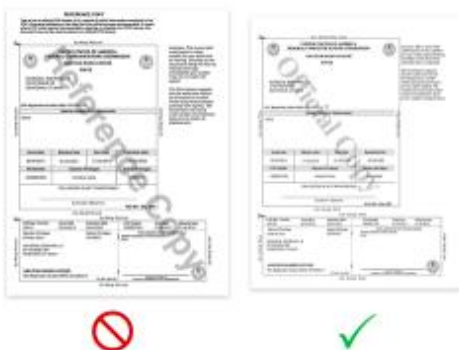
The system using paper forms for examinations has been replaced by a mostly on-line system called Exam Tools. It consists of two websites where you must register to get access. One website is for practicing using the new system and any activity on it never leaves the practice system. It is called the Exam Tools Sandbox. The other system is the production system used to actually holding a testing session and information from it actually goes to the ARRL VEC department and eventually to the FCC. They look mostly the same except the sandbox website has a background picture of a pile of sand with a shovel stuck in it and the live or production website has a background that varies. But has a radio theme. See below:



Sandbox <https://examtools.dev/> Production <https://exam.tools/>

To be and active volunteer examiner (VE) you will need to register for **both of these**, because we will need to use the sandbox system for practice and the live system for actual testing. Unfortunately, you must register for each one separately, but the registration is the same for both.

You will need to go to the FCC website using your FRN and password and get an **original** copy of your license and then go to each website (sandbox and production)



and register by filling out the required information and attach the electronic copy of your license original in the appropriate place. Remember, it must say in a diagonal banner "Official Copy". When you have everything done you submit it online, and in a matter of hours during a business day (8-5 M-F) your approval will come back to you in an email. Once you are registered, we can have a session and familiarize you with the system and how it works; however, you can sign on to the sandbox (background showing sandpile and shovel) and play around on your own if you like, knowing it will not go anywhere. Your actions will be limited until we all get together and discuss roles. Also, once you are registered, you can go to the sandbox website and click on the bottom

icon in the “View Documentation” hotspot and read about the system if you like, Do understand that the system is a bit complicated and it may be confusing without some orientation.

NOTE: it is highly suggested that for your username that you use your call sign and be sure to write down your password and keep it where you can find it (maybe on your phone?).

This link may help if you have any questions:

<https://docs.exam.tools/docs/ve/getexamtoolsaccount/>

If you have any questions get in touch with Tom, Stan or AI and we can help you stumble through it.