Central Kansas Amateur Radio Club Testing Information sheet

The CKARC holds test sessions for all 3 classes of Amateur Radio Licenses once a month, on the Second Wednesday of every Month. The sessions are normally held at the Saline County Sheriff’s Office Classroom located at 251 North 10th Street, in Salina, Kansas. The test sessions start at 7:00 PM.

We also test “infrequently” – on an “as requested” basis in the same location (when the room is available) – for those folks that cannot make it to a Wednesday evening session. The “special” sessions are also ARRL-VEC test sessions.

During the test session, you will need to provide us with the following:

- Photo Identification (typically a valid Driver’s License).
- A COPY of your existing Amateur Radio License (IF you are currently licensed).
- Your FRN (IF you have one – it’s ON the License) or your SSN.
- Exam Fees (as mentioned above), Cash is fine, and we do accept pre-printed Checks.
- We are NOW set up to accept Credit or Debit Cards! – Will be billed from S. Ashen-Brenner Photography. (Effective August 2015)

The Exam Team will provide all Examination paperwork, and we also provide Pencils for the exams.

We also ask the following:

- Please turn Off - or set to Vibrate Only all Cell Phones and Pagers.
- Two Way Radios (regardless of frequency coverage) must be turned OFF, with the one exception of the Saline County Emergency Management Radios, for the VE’s that are Storm spotters.

The Volunteer Examiners will make every attempt to remain as quiet as possible, and we ask the same courtesy in return.

We ask that you NOT make any marks on the Examinations, and that you make all your marks on the Answer Sheets. For “Scratch paper”, please use the back of the Answer sheet. You may use a calculator, but it must NOT have any formulas pre-programmed in it during the exam. Please completely blacken in the Correct answer on the Answer Sheet – this aids us in the grading of the exam. In the event that you feel you have made an error on your answer, and feel that you were unable to completely erase the “wrong” answer, we ask the following:

- Draw a circle around the Wrong answer, draw a line out to one side and print the word NO, draw another circle around the Correct answer with a line out to the other side and print the word YES.
- Please remain seated as we grade your exams. We are not allowed to tell you which questions you missed, just how many, and if you passed or failed.
- As long as you continue to pass, you may take the next level’s exam at NO additional cost. (It is possible – but rare – to walk in with NO license, and pass all 3 exams in the same session for only 1 exam fee)
- The use of RED Ink or Lead is NOT allowed
- Exams DO need to be taken “In Order”, ie: Technician, General, then Extra Class.

In the event that you fail, you may re-test at the VE Team’s discretion (provided you have scored at least 51% correct), but there will be an additional testing fee charged.

Pre-Registration is not required for CKARC test sessions, but is helpful to make sure we have enough testing materials on hand.

In the event that you require LARGE PRINT Exams, or other “special considerations” advance notice IS Required so we can make sure to have the materials (or additional VE’s and Testing Rooms) available.