



# FCC EXAM ADMINISTRATION

## TEST MANAGER INSTRUCTIONS

(Please review the following instructions and information.)



1. The ETA-I fee for commercial FCC examinations is set at \$50 per exam with a \$50 minimum test fee per session. The General Radiotelephone Operator License exam consists of two elements: Element 1 and Element 3. Thus, those two elements make up one complete exam. The fee for the GROL is \$50. The Marine Radio Operator Permit requires only Element 1. The fee for MROP is \$50.
2. The GMDSS **Operator (Element 7)**, and GMDSS **Maintainer (Element 9)** and ship **Radar (Element 8)** exams are available from our office. GMDSS Operator license requires Element 1 and 7 and a fee of \$50.00 if taken in one sitting, GMDSS Maintainer license requires Element 1, 3, and 9 and a \$70 fee if taken in one sitting. If a person already holds a GROL license he need take only Element 9 to obtain the GMDSS Maintainer license. (\$50 fee for Element 8 or 9 taken separately).
3. Provide a quiet well lighted area with adequate seating arrangements which maintain the confidentiality of each examinee's test sheet. Also please provide scratch paper.
4. Have examinees fill out the ETA-I information sheets and required FCC forms, 605 main and 605 schedule E. Check this information, especially for appropriate test number and legibility. Assure that the person taking the exam is in fact the person the information is about (**PHOTO I.D. REQUIRED**). Sign and return **ALL** copies to ETA-I. (ETA-I will, within 10 days, return the yellow copy to the examiner and the pink copy to the examinee with his/her test results.
5. Encourage examinees to pay exam fees with money orders or certified checks. They may use Master card, Visa, Discover, or American Express by giving their card numbers, expiration date and signing the application. We will accept personal checks but we prefer any of the above methods. Accept cash as long as you have a method of converting it.
6. Send the entire fee, answer and information sheets, and scratch paper to ETA-I, (Unless specified, exams may be retained under security for future examinees if this is helpful to your institution).
7. Study materials are available through our office. The GROL + Radar book contains the question pools for elements 1, 3 and 8. The cost is \$50; with a computer disc, \$80. The question pools for elements 7 and 9 are available in booklet form for \$20. Also, there is a link from our website ([www.eta-i.org](http://www.eta-i.org)) for a free practice exam for the GROL and GMDSS exams.
8. If you have facilities to test examinees via computer and would rather handle FCC examinations in that manner, let us know. We have that capability.
9. By law, facilities for exams need to accommodate the handicapped. The handicapped should advise you of their need in advance. In some cases the examinee will need individual assistance. A reasonable additional fee can be charged for special arrangements to accommodate a disabled person, such as reading the questions to an examinee and or transcribing his/her answers.
10. Each exam has a series number. The exams you get may be reproductions of one or two versions. No examinee who fails can take the exact same test when he retakes.
11. Retakes (unlike the CET program) of the FCC exams will require an additional fee. There is no waiting period to retake an FCC exam.
12. You, as an exam manager, may not test a relative. You must immediately terminate any exam session upon failure of the examinee to comply with instructions. No unauthorized exam aids, obtaining answers from other examinees, taking exam for another person, no printing or programmable calculators, books, reference materials, radios or cameras are allowed in the test session. An examinee has up to four hours to complete Element 1 and 3 combined, although the test monitor may allow a longer period. FCC guidelines list the suggested time limit for Element 1 as one hour.

13. No examinee can leave the examination room during the test except to go to the restroom, and then he/she must be accompanied by an examination official.
14. You may limit the number of examinees at a session.
15. As an exam manager you may prohibit any items from the test area which you feel may compromise the integrity of the examinations or distract examinees. (See #12 above).
16. Exam results are required by the FCC to be given to the examinee **within 10 days** of the examination. This means an examination manager must get the information sheets, fees and answer sheets in the mail the day of the exam, or at latest, the next day, in order for us to process them within 10 days. Realize the postal service varies in different parts of the country, and it may take up to a week to get a letter from Seattle to Greencastle. Thus, you must get your test info in the mail to us right after the test, in order for us to comply with the rules.
17. The examinee will receive his/her PPC (Proof of Passing Certificate) from ETA-I within 10 days. The PPC is valid for 365 days. If the exam(s) taken will qualify the examinee for a Commercial Radio Operator License, his/her license will be filed for from the ETA office. This will be done electronically, and will speed up the time it takes to receive the license by mail. If the examinee is using a formerly taken exam to qualify for a specific license, he must send a photocopy of that license or PPC with the exam being submitted.
18. No courses of study, or materials can be made a condition for participants to take the FCC exams.
19. I have read these instructions and agree to them. The institution and myself agree to maintain maximum security of the examination forms and to immediately send the information sheets, fees and answer sheets to ETA in Greencastle, Indiana for processing at the conclusion of the exam session. We understand there is to be no exam sheet review or any tampering with an exam sheet during or after the exam session.

Administrator Name (print) \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone#: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please mail a copy of this form to:

ETA-I  
5 Depot St. 765-653-4301  
Greencastle, IN 46135 765-653-4287-Fax

NOTE: if you are examining a person who anticipates a transfer to another location soon, please try to get a permanent or alternate address for him/her so that in the event of a problem, we can always provide the exam results.