1Introduction

Volunteer Exams Well Done (VEWD), is an application designed to automate and streamline the paperwork tasks of an Amateur Radio examination session. It also provides pre and post session support, and provides a database of past exam sessions.

The need for such a program arose from the desire to have a walk-in only, no pre-registration exam session at the 1993 ARRL New England Division Convention in Manchester, NH. Since a large number of people usually test at conventions, and since walk-in registrations provide for impulse candidates, it was felt that without some sort of computer support the paperwork effort would be impossible. With the VEWD program providing one facet of a well-planned operation, the doors were opened at 8 am without a single Volunteer Examiner (VE) having a clue about how many people were going to be there. When the doors closed six hours later, a total of 124 candidates had passed through them. There were 211 exam elements given, resulting in 27 Technician, 18 Technician Plus, 5 General, 5 Advanced, and 7 Amateur Extra class licenses earned. The one candidate who earned a Novice ticket, came back later in the session and upgraded to Tech Plus.

While the attempt has been made to make this program useful regardless of how a particular VE Team runs their session, and regardless of the VEC, the developer(s) are ARRL/VEC accredited examiners, and the original purpose was to support an ARRL/VEC examination. As a result, the orientation is that of the ARRL/VEC's, and in particular, the CSCE, Test session summary, and candidate roster formats follow those of the ARRL/VEC.

1.1Scope/Assumptions

The purpose of this manual is two-fold. Primarily it serves as the application manual for Version 2.0 (04/08/95) of the VEWD program. As a secondary function it discusses the methods used in the Salem, Nashua, and Manchester New Hampshire sessions, including details of a 15 person audio bar used to provide CW candidates headsets with individual volume controls.

No particular claim is made for the methods described being better or worse than any others. It is merely our intent to share with you what we have found works for us, in the hope that you may find it useful.

As far as assumptions go, it is assumed that you are a VE, familiar with the Code of Federal Regulations 47, Part 97, and particularly about the sections on examinations. It is also assumed that you are familiar with computers, or even own one. You don't have to know much, just things like what a hard disk is, what a floppy disk is, what a directory is and the like. If this is not the case, please don't use this program for a real exam session until you are familiar with these terms.

1.2Disclaimer/Copyright

The "Volunteer Exams Well Done (VEWD)" program and this manual are provided as is, with no warranties, express or implied, including the warranty of merchantability and fitness for a particular purpose, with respect to the information contained in this manual and the software described herein. No entity, including any VEC, VE, or other individual who designed, developed, supported, tested, or has been or will be associated with the manual or the software is liable for any losses, including special or consequential damages arising from the use of such information and software.

Having said that you are responsible for anything you do, or don't do with this program, we come to the next section, or...

1.3 Danger Will Robinson!!!

This is a computer program. It runs on a computer. Computers are stupid. Sometimes people aren't much better. And Murphy is ALWAYS hiding in the shadows. The two biggest things to remember are:
- **Backup your data.**
  If your hard disk dies, or more likely, you delete the wrong file at the wrong time, your data is gone. A lot of time and effort is history. Depending on what you save on paper you may never be able to re-create it. ***Treat the data files as you would the actual paperwork!!!***
  Refer to section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for details.

- **Garbage In, Garbage Out, Or worse.**
  Computers do what they are told, no more, no less. If you're in the middle of a hectic exam session, and Joe Smith, who passed element 2, then fails element 3A, he's done testing. If you hit the letter P instead of the letter F, you will print out a CSCE telling the world that Joe is a Technician. Do that a couple of more times and the FCC invalidates the whole session. ***Always verify the CSCE with the examination paperwork before giving out the candidate's copy. Always remember that the computer is telling you what you told it. If that doesn't match the paperwork, you typed something in wrong.***

1.4 Hardware/Software Requirements

At a minimum, the program requires:
- IBM PC-XT, PC-AT, or clone, with an Intel 8086, 8088, 8086, 286, 386, or 486 processor. A numeric coprocessor is not needed.
- 640 KB of memory, preferably 1 MB or more.
- A Hard Drive and a floppy drive.
- MS-DOS, or IBM-DOS, Version 3.3 or later. Actually, it might run on earlier versions. Its just never been tested.

A hard drive is a must, and the faster the better. A fast computer won't hurt either. This program will run on a floppy based system, but the point is to speed up your exam sessions, not make them take forever. The reason for this is that program does not keep things in memory. Everything is written to

disk, and everything is read from it. Except for the time between when you first enter something, and the time you complete whatever screen you are on, you can't lose information from a power failure.