

NZART Approved Examination Supervisors Policy

Introduction:

This policy has been written and approved by NZART Council to ensure ALL NZART approved examination supervisors, are aware of the requirements of the position they have been nominated to, by their branch. Supervisors must read and understand these procedures to maintain the integrity of the NZART Examination System.

Branch Examination Supervisors

An examination supervisor can only be approved by NZART Council. All nominations for this position within a branch, must be sent on the NZART examination supervisor application form (available from NZART Headquarters or from the NZART web site) and submitted to Council, including the meeting minutes when these people have been nominated for this position.

The application must be signed by two of the branch executive officers supporting the application.

This form needs to be clear, concise, and accurate.

Once approved by NZART Council, the new supervisor will receive a letter from the NZART ARX with details of what is required of the person.

There are several amateur radio examinations available, however the following **MUST** always be adhered to:

The NZART approved Examination Supervisor:

- MUST only use the NZART approved amateur radio examination programme found on the NZART website: <http://www.nzart.org.nz/exam/download-examination-files/>
- Must ensure a minimum of two examination Supervisors are present during candidates' exam.
- In the event of two examination supervisors residing at the same address, it is essential that a third person (preferably another authorised supervisor) not completing the exam, is present. This ensures the integrity of the examination is maintained by all present during the exam.
- A supervisor may request a reader/writer to assist during the exam if for any reason the candidate has a disability, and the supervisor is satisfied this help is required. This person must NEVER be one of the two supervisors overseeing the exam.
- All examination candidates may take up to a maximum of two hours to complete the exam. - No study material may be present at the time of the exam.

Examination Study Material & Question Bank Generator

- Information on where to obtain the latest version of the online NZART examination programme.
- All Supervisors **MUST** ensure they have downloaded the latest version from the NZART website.

The Blue Examination Result Notification (ERN) Form

This form must be completed after each successful examination pass. It contains information that is not stored anywhere else, therefore must be kept safe by the recipient.

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A record of all ERN forms distributed to supervisors is maintained at NZART Headquarters. The NZART ARX may from time-to-time audit these forms to ensure none have been misplaced.

- The ERN form is specifically numbered and signed by the NZART ARX.
- An ERN form should only be completed by the Examination Supervisor, on completion of a successful exam.
- No changes can be made to these forms, they are uniquely identifiable by branch & number on each form.
- The ERN also needs to be legible and accurate
- This form is considered the official result notice for a successful candidate and must be kept secure by the recipient.
- The Examination Supervisor must ensure they have adequate supply of these ERN forms prior to the exam, as candidates must sign them while still in the presence of these supervisors.
- Do not complete a blue ERN form if the candidate is not successful in passing the exam.

Call Sign Application forms:

- Call sign application forms may be completed by the successful candidate or the supervisor. Please ensure the information reflects the same as entered on the Blue ERN form.
- There is provision on the application form for a choice of three call signs, these may be two, three, four or five letters in length e.g. ZL1AB, ZL1ABC, ZL1ABCD, ZL1ABCDE
- No ZL-Z call signs may be applied for. I.E. ZL1ZA, ZL1ZB etc These are required by Radio Spectrum Management (RSM) for testing purposes.
NB there are currently three call signs ZL1ZLD, ZL1ZLF allocated approximately 20 years ago by RSM. A further allocation of ZL1ZZZ has been made as late as 2019 by another ARX, but it is believed this will be revoked.

Examination Fees

- It is preferable that the examination supervisor collect the fees applicable to sitting the exam. i.e. \$80, payable to NZART. However, there is also provision on the form for a candidate to pay by credit card or direct credit.
- If paying by credit card, please ensure the details are correct. Check the numbers on the form correspond with those on the candidate's card, including the expiry date and CVV number on the reverse of the card.

Processing Call Sign Application forms.

- All forms will be completed by the NZART ARX on receipt of the application. It is much quicker if applications are sent electronically in pdf format, with a passport sized photo in jpg format.
- Application forms must include:
 - Candidates Answer Sheet
 - Supervisors Answer Sheet • Completed Blue ERN form.
 - Passport Sized photo of candidate (400x500 pixels)
 - Proof of Residency if born outside of New Zealand unless they hold a NZ passport.
 - All fees payable.

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