

**21<sup>ST</sup> DECEMBER 2021**

## **AMC AMATEUR RADIO EXAMINATIONS**

UTAS approval has been received for amateur radio examinations to resume under the face to face model, subject ***to strict guidelines***.

### Exam Locations Require a COVID Safe Plan

The AMC Amateur Radio Office (AMC AR) will need prior confirmation and evidence that the exam location is COVID Safe and that a COVID Safe Plan is in place prior to the assessor's attendance. The assessors should adhere to the processes required as a visitor to that workplace. Exam papers received by AMC Amateur Radio from an exam session which has not been approved will be rejected based on the potential risk to staff.

### Assessor Safety and Wellbeing

Assessors are to keep themselves COVID Safe whilst undertaking this volunteer work, including self-monitoring and by completing and returning the attached University of Tasmania COVID Safety Plan Checklist which sets out the process for conducting the examinations.

### Process

It is mandatory assessors complete the following steps:

1. Select an exam location which has a COVID Safe Plan in place.
2. Obtain a copy of the premises COVID Safe Plan and submit this to ([amc.ar@utas.edu.au](mailto:amc.ar@utas.edu.au)) together with the completed Checklist.
3. This should be received by AMC AR by email at least FIFTEEN (15) working days prior to the exam.
4. Once the application has been approved in writing the examinations can proceed.
5. Examination papers will be despatched by Express Post once approval has been granted.
6. An application must be made for each exam session.
7. All exam papers will be returned by post as previously.

We appreciate that this is extra work, however the safety and wellbeing of everyone is important.

If you have any questions, please contact the AMC Amateur Radio Office

Email: [amc.ar@utas.edu.au](mailto:amc.ar@utas.edu.au)

Phone: 1300 852 701