

28 MARCH 2022

AMC AMATEUR RADIO EXAMINATIONS

UTAS approval continues for amateur radio examinations using the face-to-face model, subject **to revised guidelines** detailed below.

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 and exam participants 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.

Assessor Safety and Wellbeing

Assessors are to keep themselves COVID Safe whilst undertaking this volunteer work:

- Be fully vaccinated.
- Stay at home if you have symptoms and get tested. This also applies to exam participants.
- Meet all public health COVID requirements that apply in your state/territory. This may include the wearing of face masks in indoor spaces.
- Maintain at least 1.5m physical distance from others. If this is not always possible consider additional controls such as minimising the duration of any close contact, wearing face masks, use of larger spaces and maximising room ventilation.
- Practice good handwashing, and hygiene.
- Report positive cases – if you or a participant test positive following an examination follow your local Public Health advice and let us know at (amc.ar@utas.edu.au).

Process for face-to-face examinations

It is mandatory assessors complete the following steps:

1. Confirm your vaccination status when completing the online Examination Order Form.
2. Select an exam location which has a COVID Safe Plan in place.
3. Obtain a copy of the premises COVID Safe Plan and submit this to (amc.ar@utas.edu.au).
Note: *Approved exam location COVID Safe Plans only need to be resubmitted for approval if they have been updated.*
4. This should be received by AMC AR by email at least FIFTEEN (15) working days prior to the exam together with your exam order.
5. Approval to conduct exams will be issued in writing (email).
6. Examination papers will be despatched once approval has been granted.
7. All exam papers will be returned by post as undertaken previously.

Note: *If you are unable to confirm you are fully vaccinated you will not be permitted to conduct face to face examinations. However, if you are a Level 3 Assessor remote examinations can be arranged by contacting amc.ar@utas.edu.au.*

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

Phone: 1300 852 701