

Documentation of Contract Quantities Course Logistics

General Exam Information:

- You have the option to take the exam on location at a testing site, or online.
- You will have 2 ½ hours (150 minutes) to complete the exam.
- The registrants' name (as registered) and confirmation email (from Meazure Learning after scheduling exam) must be an exact match to the registrants' name on the government-issued photo identification.
- Exam results are provided within approximately 10 business days after the end of the month that the exam was taken.

Testing Site Option:

- The exam is open book/notes. You may use printed documents, in addition, electronic PDFs of the class materials and IDOT Spec Book will be available.
- During check-in at the testing site, proctors will ensure registrants store their personal belongings, including cell phones, away from the testing room and/or testing workstation. Personal belongings will be returned to registrants as part of check-out at the conclusion of the exam.

Items needed for exam:

1. A government-issued photo identification (driver's license, state ID or passport).
2. A valid confirmation email (from Meazure Learning after scheduling exam).
3. Printed versions of the course materials AND 2022 Spec Book (or use provided electronic PDF versions).
4. A calculator not able to take pictures, transmit data, and is not programmable.

Online Option:

- Exams will be remotely proctored using Live Remote Proctoring (Live+).
- Your web camera and microphone will record video and audio during the exam. Only the instructors and Meazure Learning will be able to access the recordings for verification of proper exam protocol. Video and audio recordings will not be stored or used for any other purpose than monitoring during the exam. *Note: Your willingness to take the exam serves as your consent for video and audio recording.*
- You will be required to verify your identity with a Photo ID and video of your face at the start of the exam.
- Your desktop will be recorded during the exam.
- No questions will be answered during the exam regarding the material presented.
- You are not permitted to leave the room during the exam.
- You are not permitted to talk to any other person(s) during the exam.
- No electronic devices are allowed, other than the computer used to access the online exam and a

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calculator.

Online (continued):

- The online exam is open book/notes. You may use electronic or printed documents. (PDFs of class materials and IDOT Spec Book).
- Documents must be saved on your computer. You will not be able to browse the web or use any links outside of those provided within the exam.
- You may submit your exam at any time. No access will be granted after you submit.
- Your exam will automatically submit at the end of the allotted time, if you have not already submitted.

Items needed for exam:

1. A government-issued photo identification (driver's license, state ID or passport).
2. A valid confirmation email (from Meazure Learning after scheduling exam).
3. PDF or printed versions of the course materials AND 2016 Spec Book.
4. A separate calculator not able to take pictures, transmit data, and is not programmable.
5. Computer with the following:
 - i. Stable internet
 - ii. PDF Reader
 - iii. Google [Chrome](#) or [Firefox](#) web browser
 - iv. [Guardian Browser](#)
 - v. Web camera
 - vi. Microphone

Registrants are responsible for ensuring that their computers meet technical requirements, as outlined in the confirmation email from Meazure Learning. This [link](#) provides resources for using the Guardian browser for remote proctoring. During the scheduling process or at any time prior to the scheduled exam, registrants may perform a system check of the computer they intend to use during the testing session. If the registrant is unable to take the exam at the scheduled appointment due to inadequate system capabilities, the candidate may reschedule the appointment.