

Documentation of Contract Quantities Online Course Instructions

Congratulations!

You have successfully registered for the Illinois Department of Transportation Documentation of Contract Quantities Course (S-14) online format.

- **Items required to complete online course:**

- Login for University of Illinois Urbana-Champaign Compass2g (see email)
- Photo ID (must display first and last name) (for exam)
- Computer with the following:
 1. Stable internet
 2. PDF Reader
 3. Google Chrome web browser ([download here](#))
 4. Google Chrome Proctorio Extension (for exam) ([download here](#))
 5. Web camera (for exam)
 6. Microphone (for exam)
 7. Class materials and IDOT Standard Spec Book
 - (Documents can be downloaded [here](#) or viewable within the online class after login)
 - 1. 2016 Standard Specifications for Road and Bridge Construction
 - 2. Synopsis
 - 3. Documentation Guide
 - 4. Appendix
 - 5. Workbook
- Use this link to navigate to [Compass2g](#) along with your provided login (see email) to access the online course and certification exam.
- You must complete the online course AND certification exam before the deadline provided in your notification email.

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- **Certification Exam:**

- You will have 2 ½ hours (150 minutes) to complete the exam.
- You may submit your exam at any time. You will **NOT** be able to access the exam after you submit.
- Your exam will automatically submit at the end of the allotted time, if you have not already submitted.
- You will be required to verify your identity with a Photo ID and video of your face at the start of the exam.
- Exam will be remotely proctored using Proctorio, details can be found [here](#).
Your web camera and microphone will record video and audio during the exam. Only the instructors 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.
- Your desktop will be recorded during the exam.
- 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.
- The online exam is open book/notes. You may use any printed or electronic documents (PDF class materials and IDOT Spec Book).
- No questions will be answered during the exam regarding the material presented.
- 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.
- No electronic devices are allowed, other than the computer used to access the online exam and a calculator that cannot send/receive outside data/text or other information. A scientific calculator tool is available within the exam.
- Submitted exams are reviewed and graded within approximately 15 business days, and final scores are provided via email.