

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 and certification exam:

- Login for University of Illinois Urbana-Champaign Canvas (see email)
- Photo ID (must display first and last name)
- Computer with the following:
 1. Stable internet
 2. PDF Reader
 3. Google [Chrome](#) or [Firefox](#) web browser
 4. ProctorU Extension [Chrome](#) or [Firefox](#)
 5. Web camera
 6. Microphone
 7. Course materials and IDOT Standard Spec Book (download [here](#) or within the online course after login)
 1. 2016 Standard Specifications for Road and Bridge Construction
 2. Synopsis
 3. Documentation Guide
 4. Appendix
 5. Workbook

General information regarding certification exam:

- Use this link to navigate to [UIUC Canvas](#) along with your provided login (see email) to access the online course and certification exam.
- You must complete the certification exam within the date range provided in your notification email.
- Exam will be remotely proctored using **ProctorU review+**, details can be found [here](#).

Documentation of Contract Quantities Online Course Instructions

1. You must schedule your exam date and time with ProctorU a minimum of 72-hours prior to the desired date/time. (No exam fee required)
 2. You will be responsible to pay ProctorU late fees if you schedule the exam with less than 72-hour notice.
- You will have 2 ½ hours (150 minutes) to complete the exam.
 - Your web camera and microphone will record video and audio during the exam. Only the instructors and ProctorU 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.*
 - Submitted exams are reviewed and graded within approximately 15 business days, and final scores are provided via email.

During the certification exam:

- 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 calculator that cannot send/receive outside data/text or other information.
- The online exam is open book/notes. You may use any printed or electronic documents (PDF 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.

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- 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.

ProctorU review+ information for certification exam:

Use this [link](#) to get information directly from the ProctorU web page regarding taking the certification exam.

1. **Sign Up:** Create a test-taker ProctorU account [here](#).
2. **Pick Your Browser:** Download either [Chrome](#) or [Firefox](#) and make sure you're using the latest version.
3. **Download the ProctorU Extension:** Select the one for your chosen browser: [Chrome](#) or [Firefox](#).
4. **Scheduling Your Exam Date and Time:** You will have a live human proctored launch and need to [schedule your exam](#).
5. **Check Your Equipment:** [Test your equipment](#) to make sure your system is compatible with ProctorU. [Click here](#) to see a full list of requirements.
6. **Find an acceptable space to take your exam:** The environment needs to be quiet, well-lit, and away from other people. The workspace area needs to be free of any materials not allowed on the exam. It's required to use a hard surface for a workspace rather than a bed or couch.
7. **Become familiar with materials allowed/needed for your exam:** You can review a [full list here](#) outlining what ProctorU requires.