

XACTWARE.
TRAININGSERIES



XACTIMATE[®]

28

Mastery Certification Prep Manual

Xactware Technical Support
www.xactware.com

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Xactimate 28 Certification Prep Overview and Preparation

Certification Exam Overview

If you are a professional working in the construction and insurance repair industry, you understand how important it is to have an accurate repair estimate. That's why Xactware created the Xactimate certification program: to help you ensure that every Xactimate user has the knowledge and skills needed to accurately create an estimate in Xactimate.

The Xactware certification program has rigorous training and testing requirements for each level of certification. As a result, you can trust that those certified by Xactware are the best in the business.

Whether your goal is to become an Xactimate-certified user or an Xactimate-certified trainer, completing the Xactware Certification Program places you in an elite group of Xactware professionals. Demonstrate your Xactimate expertise by joining the many other Xactimate certified users.

Recommended Preparation

■ **Classroom Training: Attend an Xactimate 28 Training Class**

Xactimate 28 training classes are offered in a variety of convenient forms, including self-paced, virtual classroom (online), and classroom formats. Visit www.xactware.com/training for more details on class availability.

■ **Review the Xactimate 28 Training Workbooks**

The Xactimate 28 workbooks are great resources to help prepare for the Level 3 Certification exam. Visit www.xactware.com/store to place an order.

■ **Virtual Classroom Training: Certification Preparation Course**

This two-hour refresher course helps prepare an individual for the exam. Class participants will be instructed individually by Xactware Certified Trainers. Visit us at www.xactware.com to schedule a class.

Certification Benefits

Benefits of being a certified Xactimate user include:

- marketing yourself as one of the most proficient Xactimate users in the business
- giving employers confidence that you are a certified Level 3 Xactimate user
- having the opportunity to be listed in the User Certification Directory
- receiving a Level 3 certificate

User Certification

Xactware currently offers three levels of user certification for Xactimate in order to independently verify a user's product knowledge and proficiency. Because each level of certification increases in difficulty, it is recommended to take the exams in order as a preparation for the next level. The certification levels include:

■ **Level 1 Certification: Xactimate Fundamentals**

This level of certification verifies that a user has the foundational skills required to create an estimate from start to finish in Xactimate.

- **Level 2 Certification: Xactimate Proficiency (Power User)**

This level confirms that a user has mastered the foundational Xactimate concepts and can use more intermediate Xactimate practices to increase their productivity, efficiency, and accuracy.

- **Level 3 Certification: Xactimate Mastery (Subject Matter Expert)**

This level validates that the user has full mastery of Xactimate and can be considered an Xactimate subject matter expert.

To obtain certification, users must complete a three-part program at each level that consists of:

- **Practical hands-on lab**—users must create an estimate based on a specific Sketch and scope scenario. This portion of the Certification exam is NOT timed.
- **Practical exam**—users are asked questions pertaining to the estimate created in the practical lab. This portion of the Certification exam **is** timed.
- **Knowledge exam**—consists of multiple choice, true/false, and matching questions. This portion of the Certification exam **is** timed.

Trainer Certification

The Xactware Certified Trainer (XCT) program is for organizations teaching students how to use Xactimate and want to have an edge on their competition.

XCTs can provide the same level of training a user would receive at Xactware’s headquarters. Certified Trainers have direct access to the online training center and the extensive Resource Library of training material as well as other resources. This path is recommended for organizations generating revenue from Xactimate training courses.

This rigorous and comprehensive certification program is designed for trainers who want to train others on Xactimate. Those who complete the requirements are granted the elite status of XCT.

Once certified, XCTs have the privilege of providing authorized Xactimate training while being promoted by Xactware. Being trained by an XCT is equivalent to being trained at Xactware’s campus. This high caliber of training assures employers and those seeking to be trained on Xactimate that they will be properly trained.

- Xactware Certified Trainer requires you to take the following steps:
 - Register for the Certified Trainer program by calling (800) 232-9228 Ext. 723
 - Sign and return the Xactware Training Services Agreement
 - Pass the Xactimate Level 3 Certification Exam
 - Complete the three-day Train-the-Trainer course
 - Pass the Xactware Trainer Exam
 - Conduct Xactimate Training while being observed by Xactware personnel
 - Pass the Xactimate Training Evaluation

Level 3 Certification Prep Exam—Xactimate Mastery

This Level 3 Certification Exam verifies that the user has full mastery of Xactimate 28 and can be considered an Xactimate 28 subject matter expert.

Certification Exam Components

This exam is broken into three different sections. The three sections are as follows:

- **Sketch and Scope Lab:** In this hands-on lab, individuals are required to use their own locally installed Xactimate (or online version) to create an estimate. *The most recent version of Xactimate 28 is required.* The estimate consists of a Sketch and scope scenario that must be completed accurately. The estimate will be used to answer the questions found in the Practical Exam section. The Sketch and Scope labs are not timed, and individuals may exit and return to the lab as needed prior to beginning the Practical Exam and Knowledge Exam.

*The approximate time required to complete this section is 120–240 minutes.

Note: By default, Sketch rounds to the nearest inch, which may cause a slight variance in your measurements. The exam has been structured to allow for a minor variance in calculating quantities.

- **Practical Exam:** In this section of the exam, individuals are asked **40 questions pertaining to the estimate** created in the Sketch and Scope labs. Questions are specific to the scope, quantities, dimensions, and pricing from the estimate. This section of the exam is timed. *Closing the Practical Exam prior to completion will result in an automatic FAIL.*

*The approximate time required to complete this section is 30–90 minutes.

- **Knowledge Exam:** This portion of the exam consists of **40 multiple-choice, true/false, and matching questions.** Questions are related to the learning objectives listed below in the Knowledge Requirements section of this document. This section of the exam is timed. *Closing the Knowledge Exam prior to completion will result in an automatic FAIL.*

*The approximate time required to complete this section is 30–90 minutes.

Passing grade is 70%. The time limit for the Practical Exam and Knowledge Exam is 240 minutes.

A scoring breakdown will be available upon completing the exam. It provides details for performance on each area of the exam.

Knowledge Requirements/Learning Objectives

Individuals will be required to demonstrate that the following learning objectives have been met:

- The user can manage and input pertinent Claim Info and Estimate Parameters, including: Notes, Details, Labor Burdens, Advance Payments, Tag visibility, Market Condition distribution and ability to import Contact information.
- The user can demonstrate understanding of advanced Sketch navigation and techniques including: window repositioning, adding Sketch tabs, room dimensioning, changing colors and textures, and importing floor plans.
- The user demonstrates understanding of advanced Estimate Items navigation and scoping techniques including: simultaneously adding items to multiple rooms, using Grouping Filters and Item Scenarios.

- The user demonstrates understanding of techniques to estimate in Sketch including use of the Add Line Item pad and adding graphical representations for line items.
- The user demonstrates understanding of the Sketch Construction features and views.
- The user demonstrates understanding of exterior estimating techniques including: creating a building footprint, generating exterior walls from a roof, using multiple sketch pads, drawing elevations in Sketch and using exterior level variables.
- The user demonstrates understanding of Deck and Fence estimation tools found in Sketch.
- The user can demonstrate understanding of inspections that take place when completing and printing an estimate.
- The user demonstrates understanding of administrative features associated with Preferences, Projects, and Data Transfer.
- The user demonstrates understanding of reports and document upload techniques including: Report Macros, Merging Reports, Attached Docs, Template Docs, custom Sketch views, Report Scenarios.
- The user can diagram a multi-level structure in Sketch using the following: Complex Room Shapes, Multiple Ceiling Types, Arced Walls, Free-standing Walls, Custom Staircases, Custom Wall Openings, Decks, Orientation Tool, Reference Areas/Blocks, Subgroups, Level Variables C, IW, F, EW, TSE.
- The user can accurately identify and configure Sketch settings using the following: Deck Construction, Footing Construction, Railing Construction, Room and Wall Construction, Staircase Construction, Floor Covering Properties, and Roof Construction.
- The user can accurately draw a roof Sketch using the following: Complex Roof Shapes, Multi-Level Roofs, Roof Properties, Roof Types, Square Break Tool, Roof Overbuild, Dormers, Multiple, Multiple Roof Levels, Vertex Tool, Subgroups, Roof Variables RSQ, SF, P, R, VAL, HIP, EAVE, RAKE.
- The user can estimate in Sketch and Estimate Items using the following: Reference Search, Keyword Search, Related\Similar Items, Graphical Estimation, Subgroups, Multi-Room Item Entry, Macros, Flooring Tools, Custom Calculations, Reference Block/Area Behaviors, and Sketch Construction.
- The user can estimate Roofs in Sketch and Estimate Items using the following: Reference Search, Keyword Search, Related\Similar Items, Graphical Estimation, Subgroups, Single Roof Faces, Multi-Roof Item Entry, Item Property Editor, and Roof Waste.
- The user can accurately identify and configure pricing features such as: Price Lists, Unit Price, Component Prices, Line Item Total, Estimate Parameters, Sales Tax, Supporting Events, Labor Minimums, View Reports, Net Claim, and Coverages.

You may now proceed to the
Level 3 Certification Prep Exam beginning on the next page.

Certification Prep Exam Instructions

Introduction

This section contains the instructions for this prep exam.

You are required to have the most recent version of Xactimate available during the exam. Upon completing of the exam, you may check your answers in the Answer Key Appendix at the back of this book.

Recommended Order for Taking the Exam

We recommend that you take the exam sections in the following order:

- **Practical Lab:** you will create an estimate, in Xactimate that will be used to answer the questions in the Practical Exam. The estimate includes a sketch and an estimate scope.
- **Practical Exam:** you will be required to answer 40 questions. The questions will be based on the estimate that you create in the Practical Lab.
- **Knowledge Exam:** you will be required to answer 30 matching, true/false, and multiple choice questions that test your knowledge of Xactimate. (The actual Certification 3 Exam contains 40 questions for the Knowledge Exam.)

Remember: When you are taking the actual certification exam (instead of this prep exam), the system automatically signs you out after 30 minutes of inactivity. You will have three continuous hours to complete both the Practical Exam and the Knowledge Exam sections. If you exit the exam prior to finishing the exam, it will be marked as FAILED.

This prep exam allows you to take as much time as necessary to complete it.

Practical Lab (Sketch and Scope)

- This lab must be completed prior to starting the Practical Exam portion of this test. In this lab, you will create a new estimate and complete the corresponding sketch and scope. The estimate should be created using your own locally installed Xactimate. Later in the Practical Exam, you will answer a series of questions pertaining to the estimate.
- Once you have completed the lab, proceed to the Practical Exam. It is extremely important that you accurately complete the lab estimate prior to beginning the Practical Exam. On the real online exam, once you begin the Practical Exam, you will not be able to access the Practical Lab instruction and will be solely reliant on the estimate that you have created to answer the Practical Exam questions.
- Be sure to pay close attention to each of the instructions.

Sketch Lab

- In this Lab, you will create a new estimate and complete the diagram in Sketch. Try and complete the Lab in its entirety *before* moving on to the Scope Lab. The actual online exam will not let you revisit the Sketch Lab once you have moved beyond it.
- Use the latest version of Xactimate.

Practical Lab—Sketch

Rogers Sketch

Instructions: Open a new estimate in Xactimate and name it ROGERS, followed by your initials; for example, ROGERS-LDC. This estimate will be used for both the interior and the roof. Go directly to Sketch. If prompted, choose the UTOR8X_AUG13 price list. Pay close attention to the room details and notes found on the Sketch diagram and follow these directions.

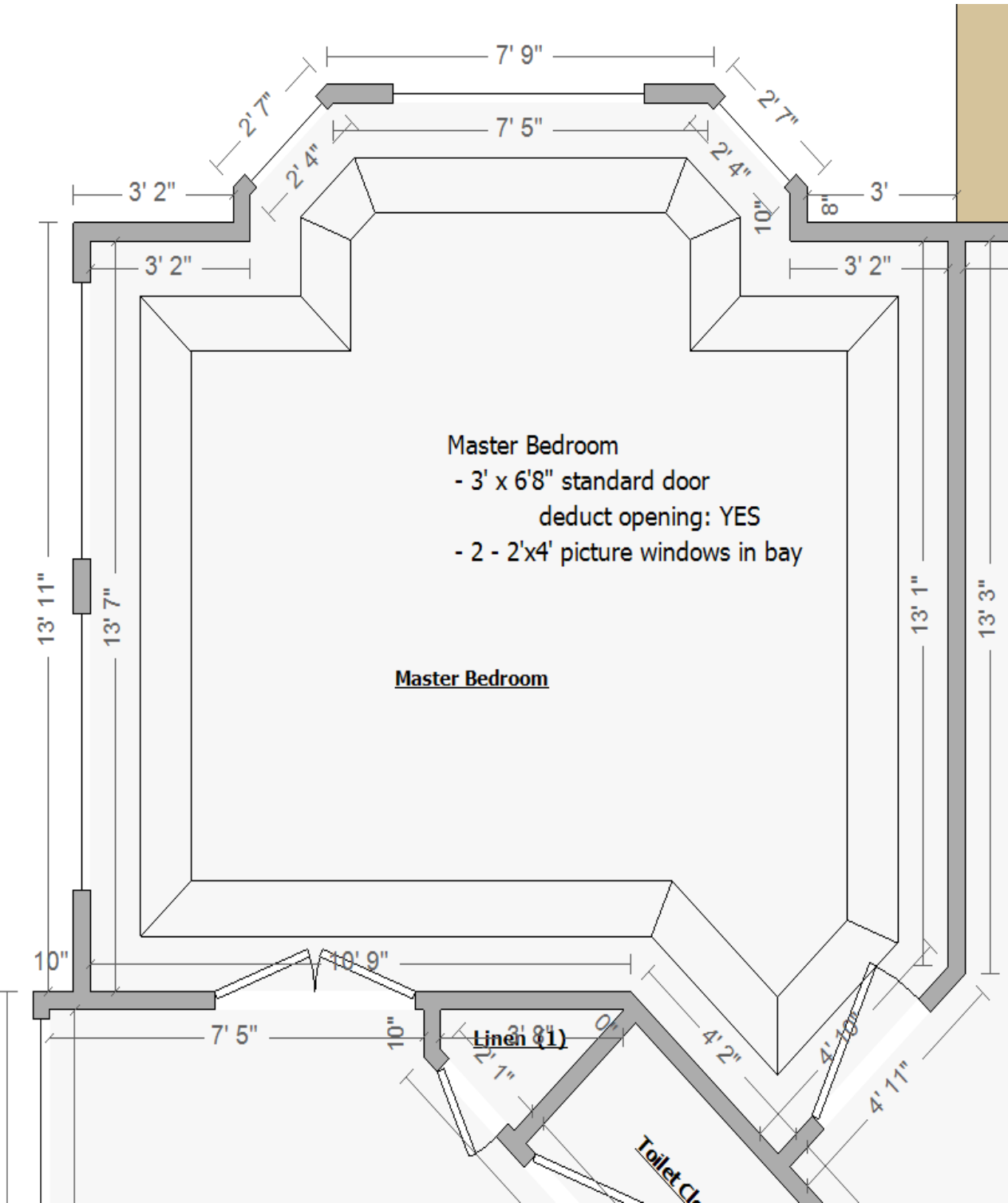
- Leave all Sketch properties at the default setting unless otherwise specified.
- All walls are 4' thick.
- Ceiling height is 8' unless otherwise specified.
- All doors are default 2'6" x 6'8" Standard unless otherwise specified.
- All doors have the Deduct Opening property set to No unless otherwise specified.
- All windows are default 5' x 4' Picture unless otherwise specified.
- All windows have the Deduct Opening property set to No unless otherwise specified.

When you understand the Sketch Lab instructions,
you may proceed to sketch the ROGERS diagram on the next page.

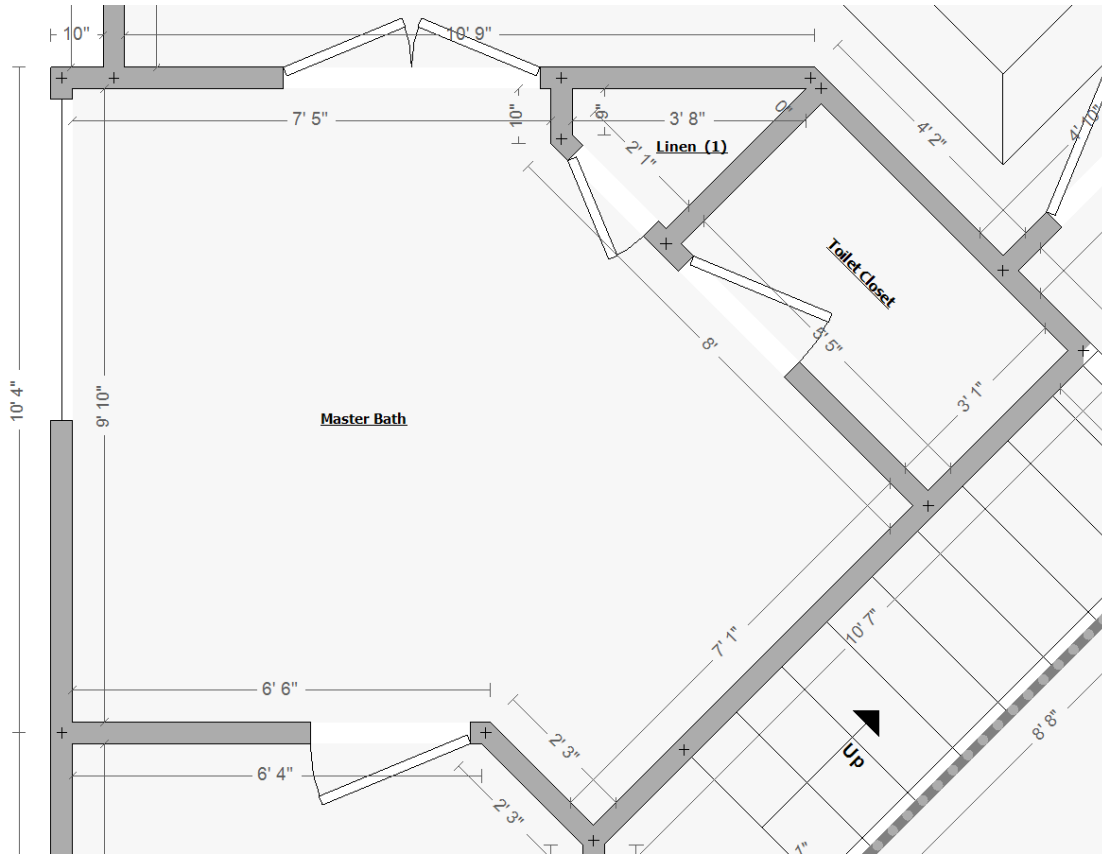
Main Level Overview



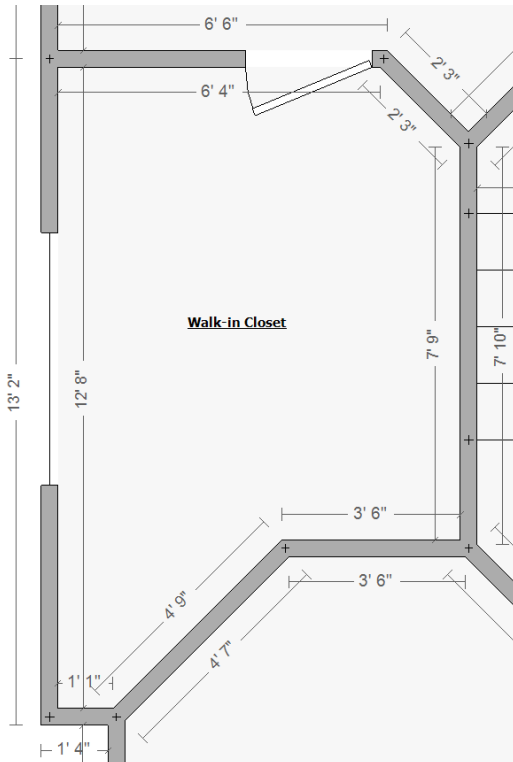
Master Bedroom



Master Bath



Walk-in Closet



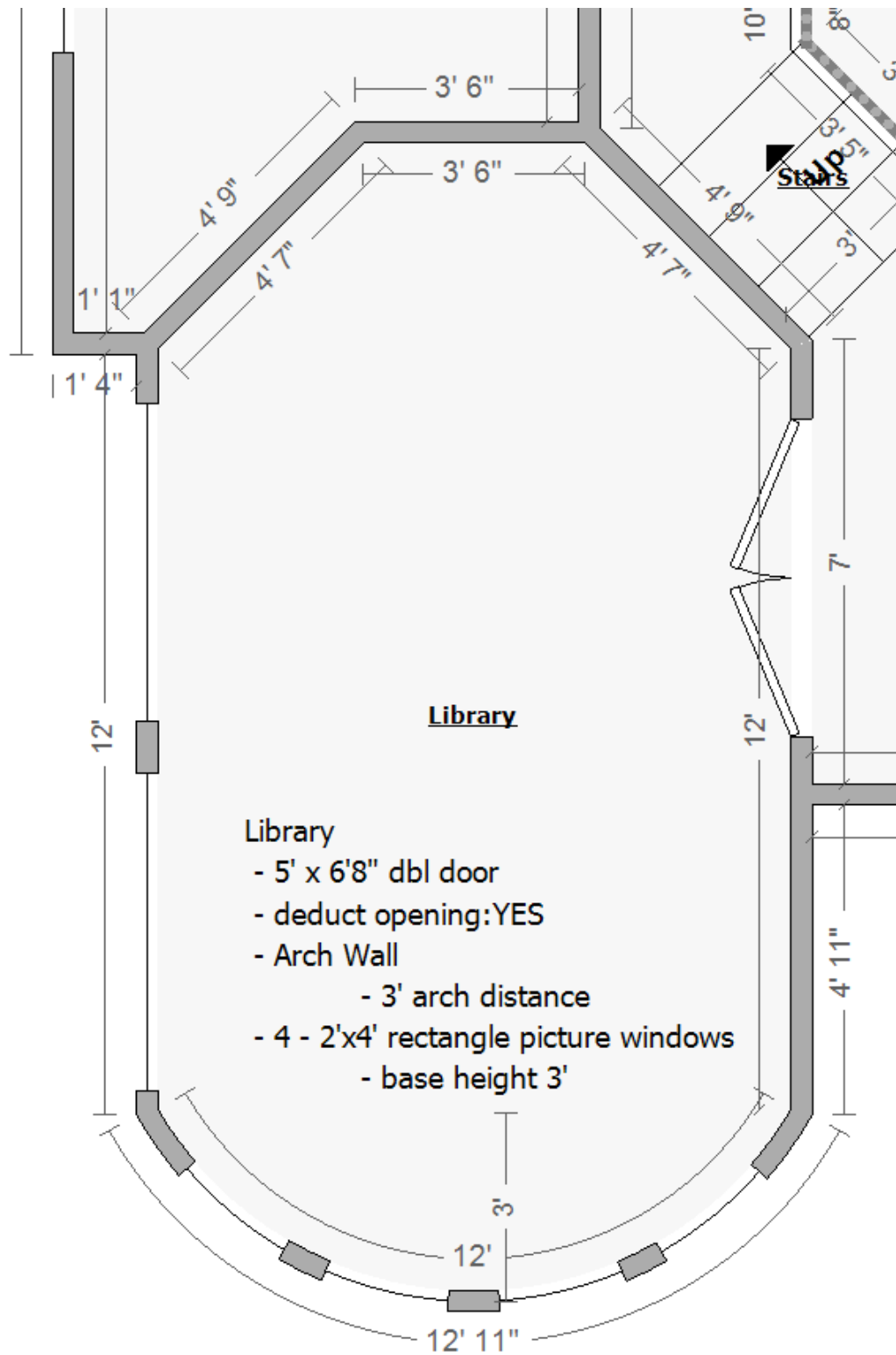
Master Bath

- 4' x 6' 8" double door
 - Deduct opening: Yes
- Subroom: Linen closet

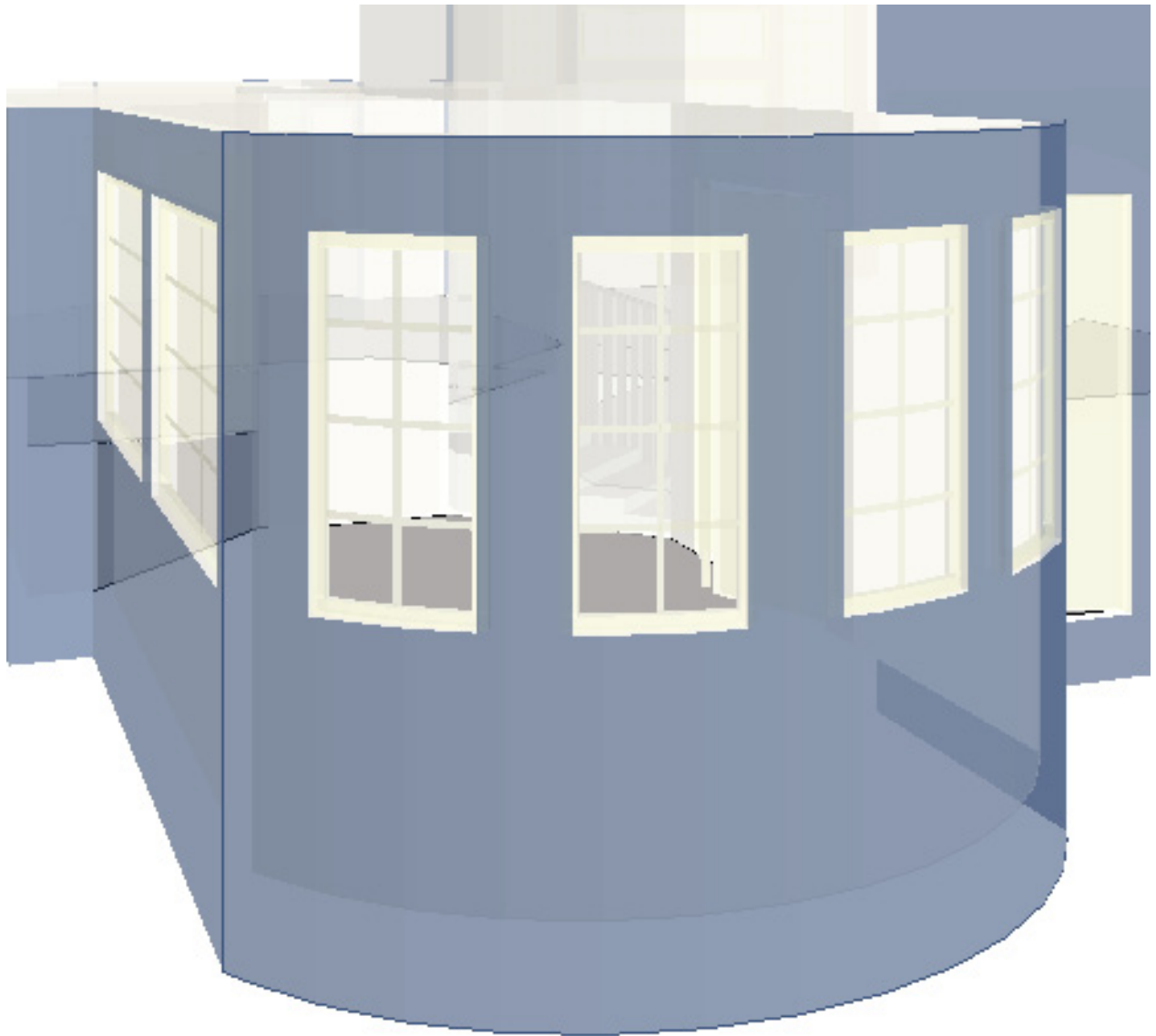
Walk-in Closet

- 5' x 2' picture window
 - Base Height: 5'
 - Deduct opening: Yes

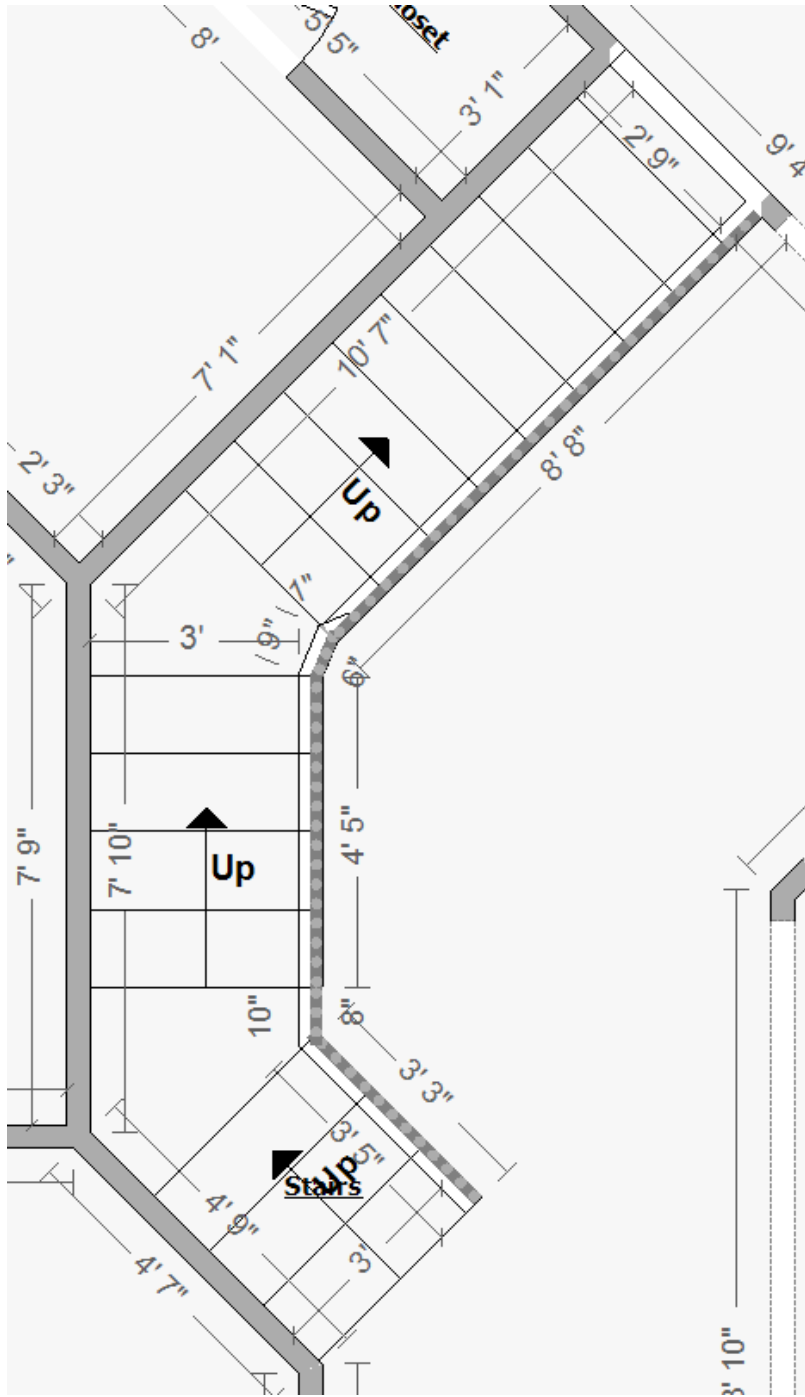
Library



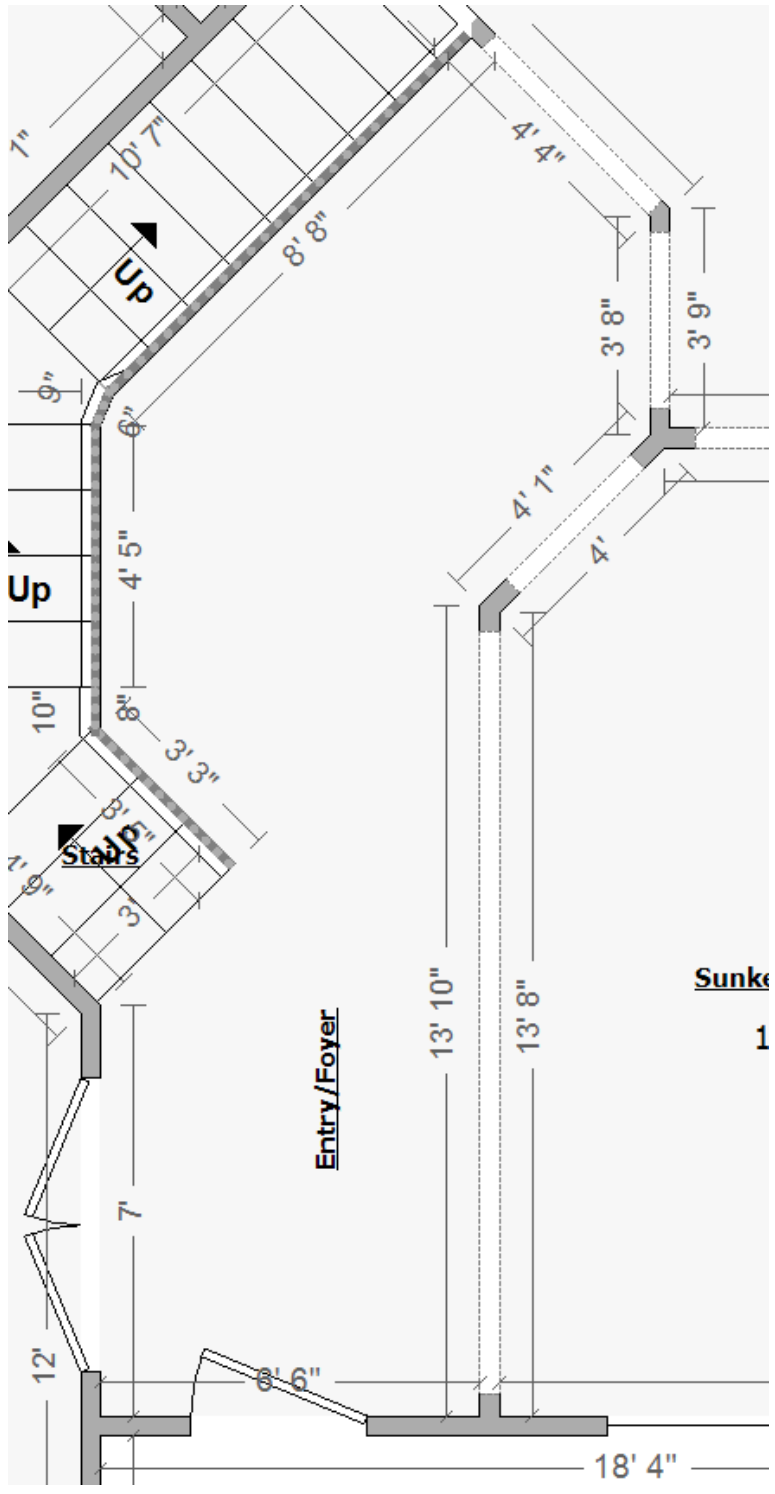
Library (3D view)



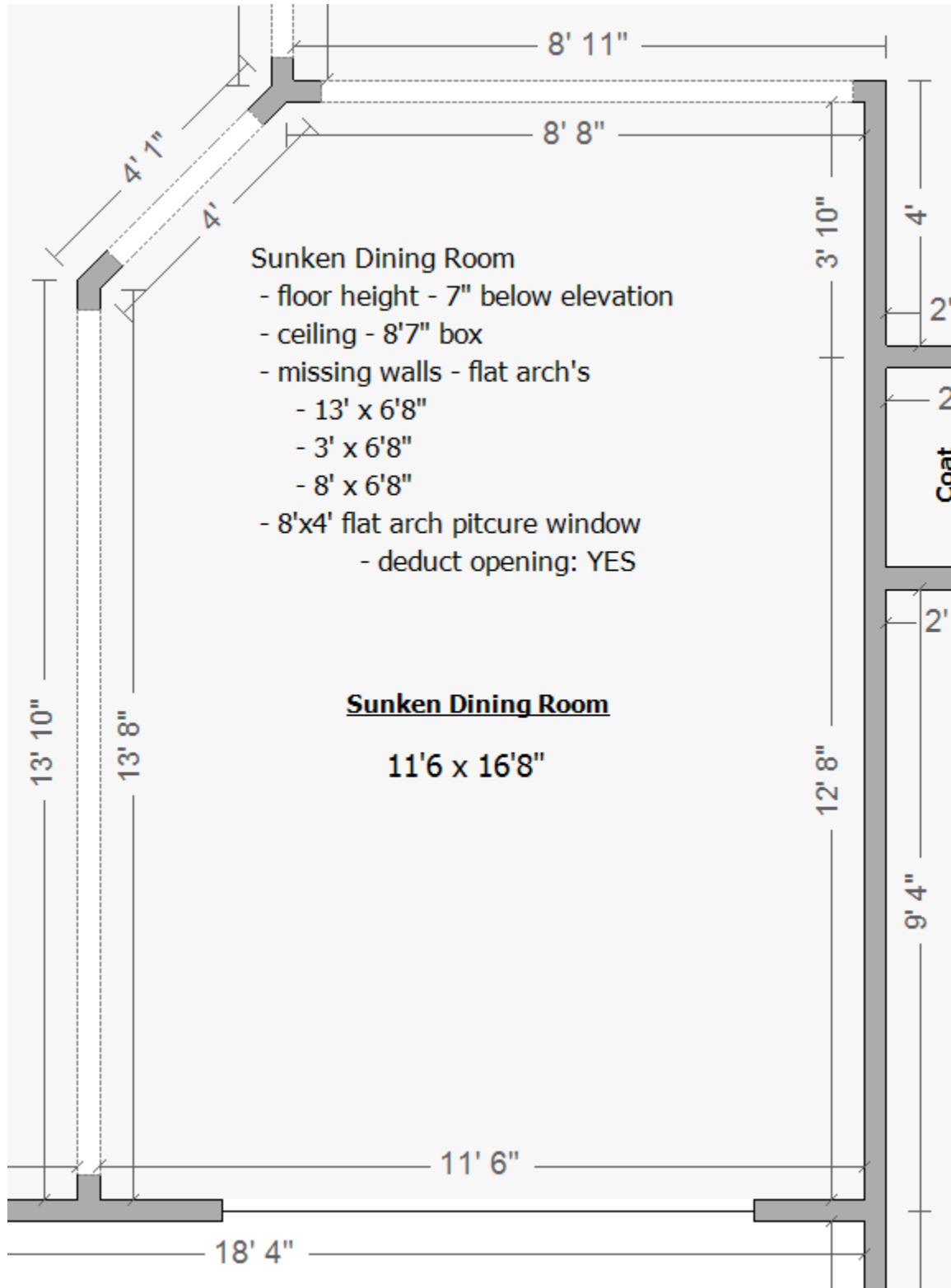
Stairs



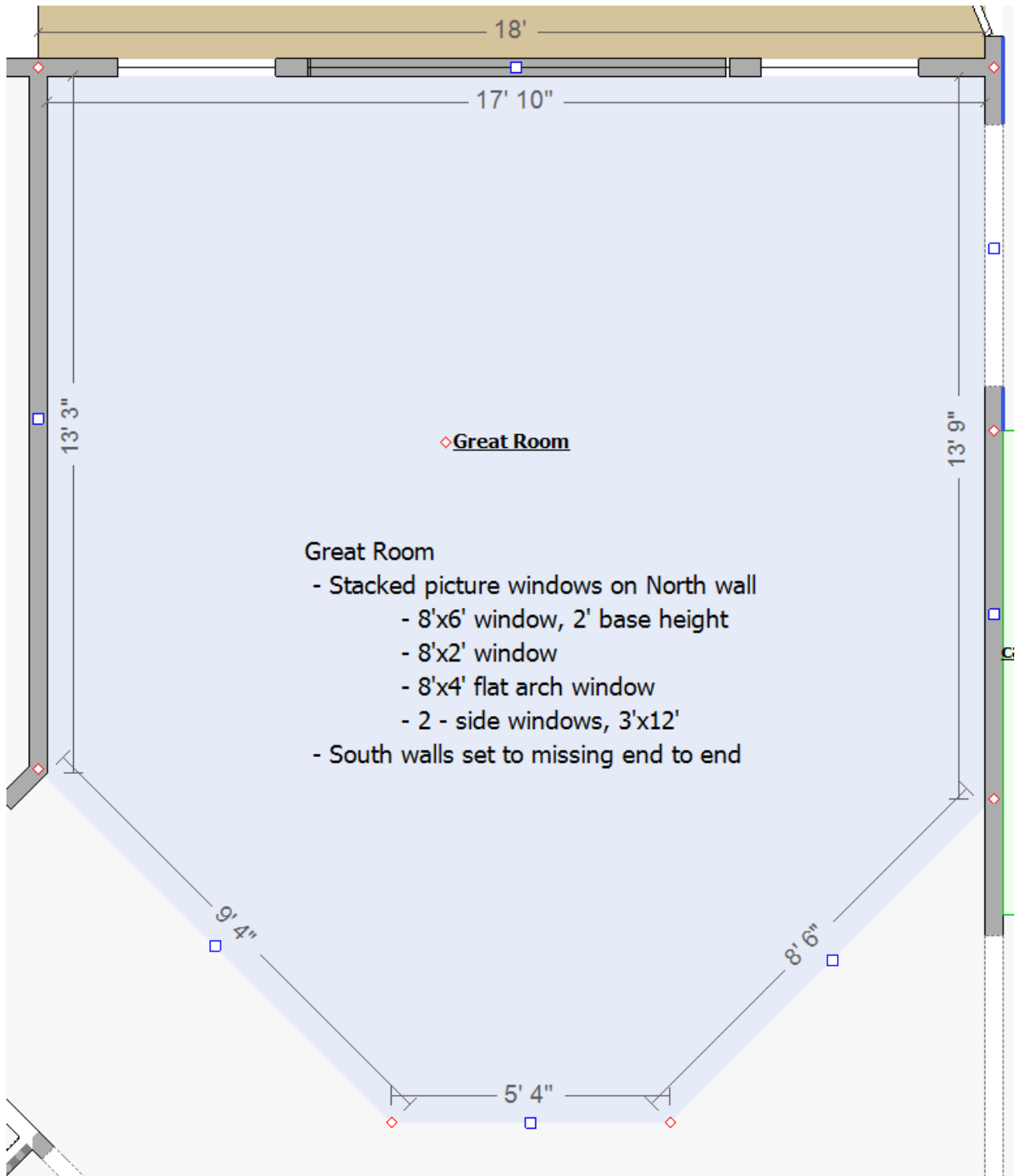
Entry/Foyer



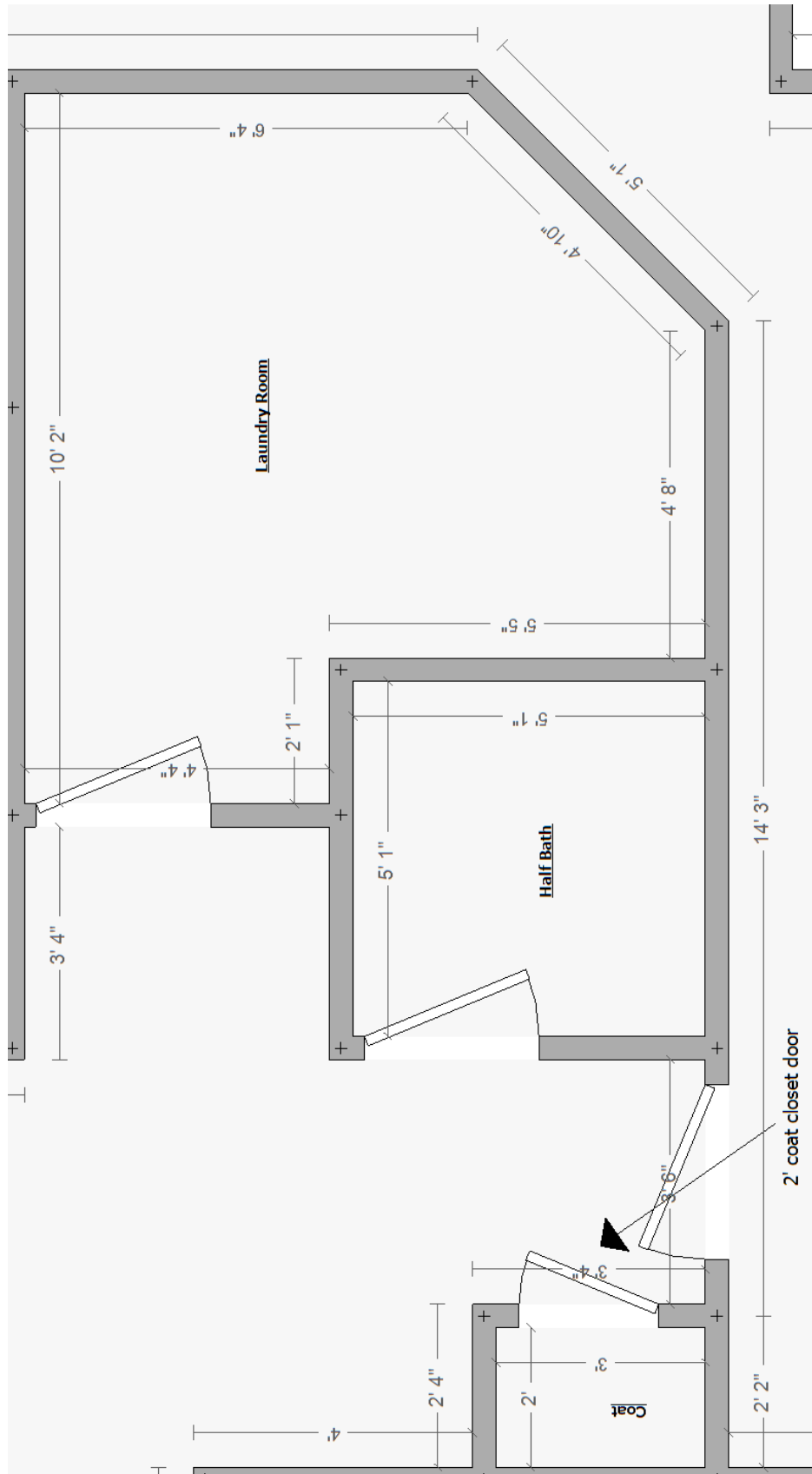
Sunken Dining room



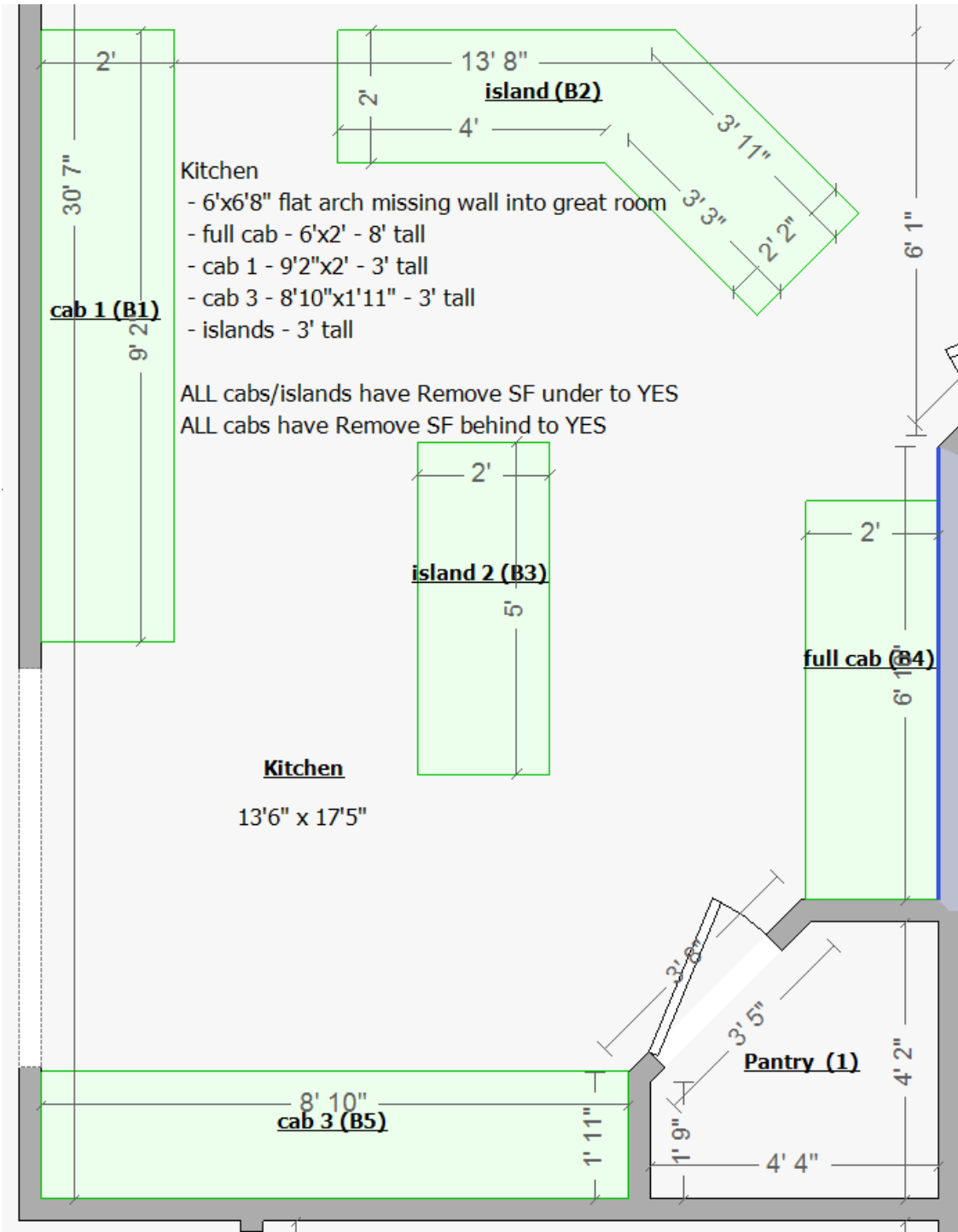
Great Room



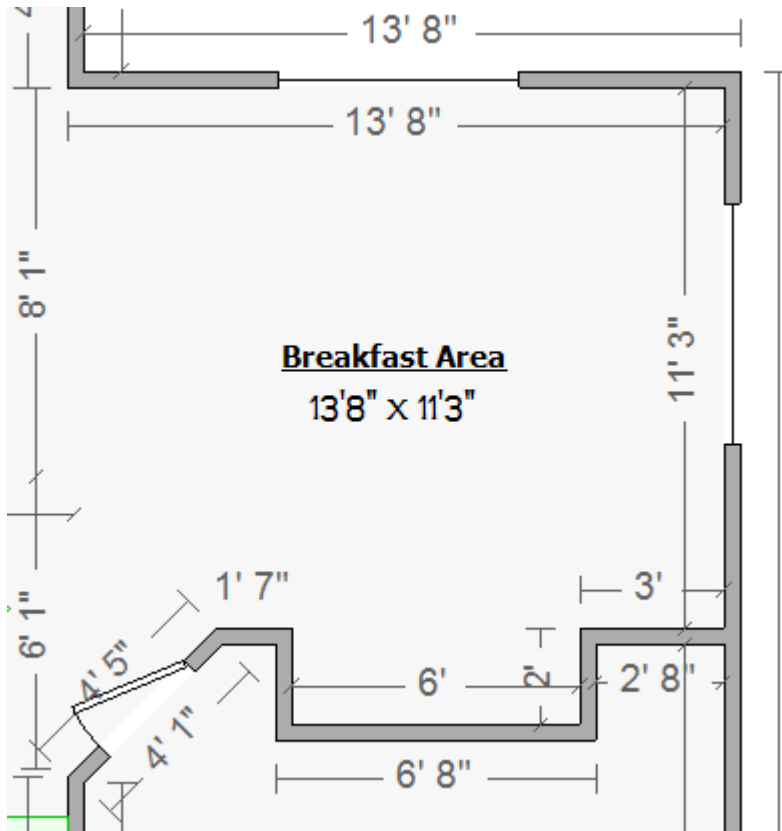
Laundry/Half Bath



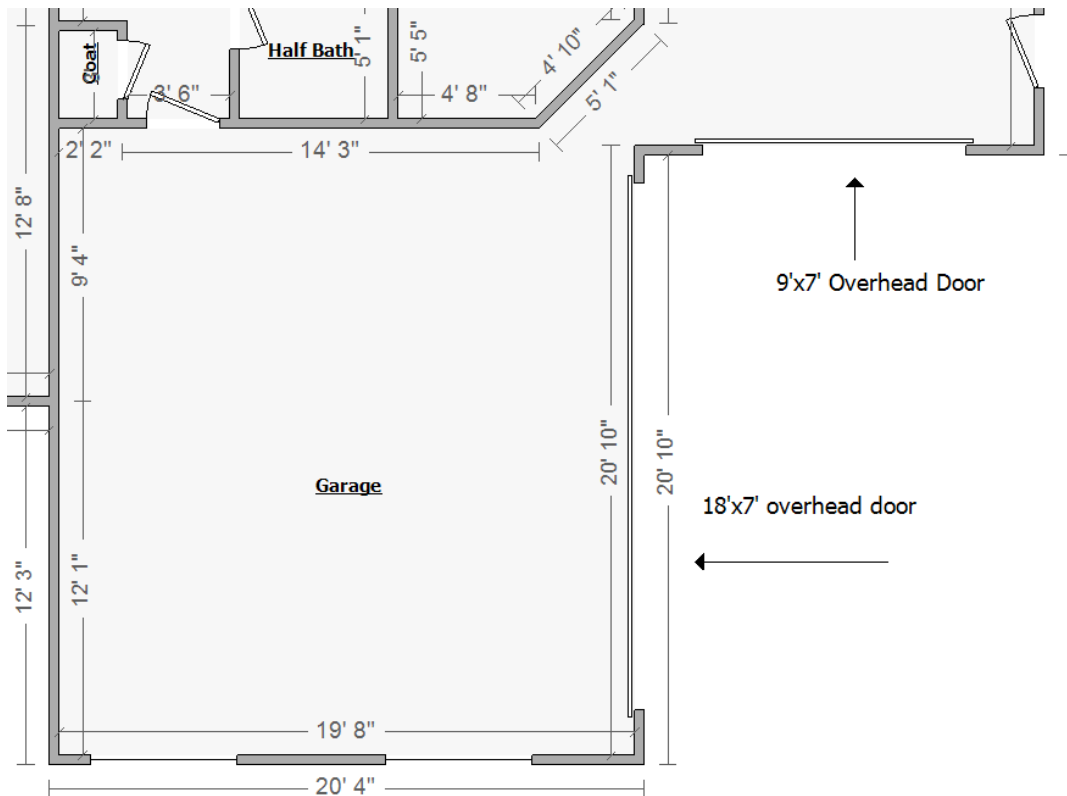
Kitchen



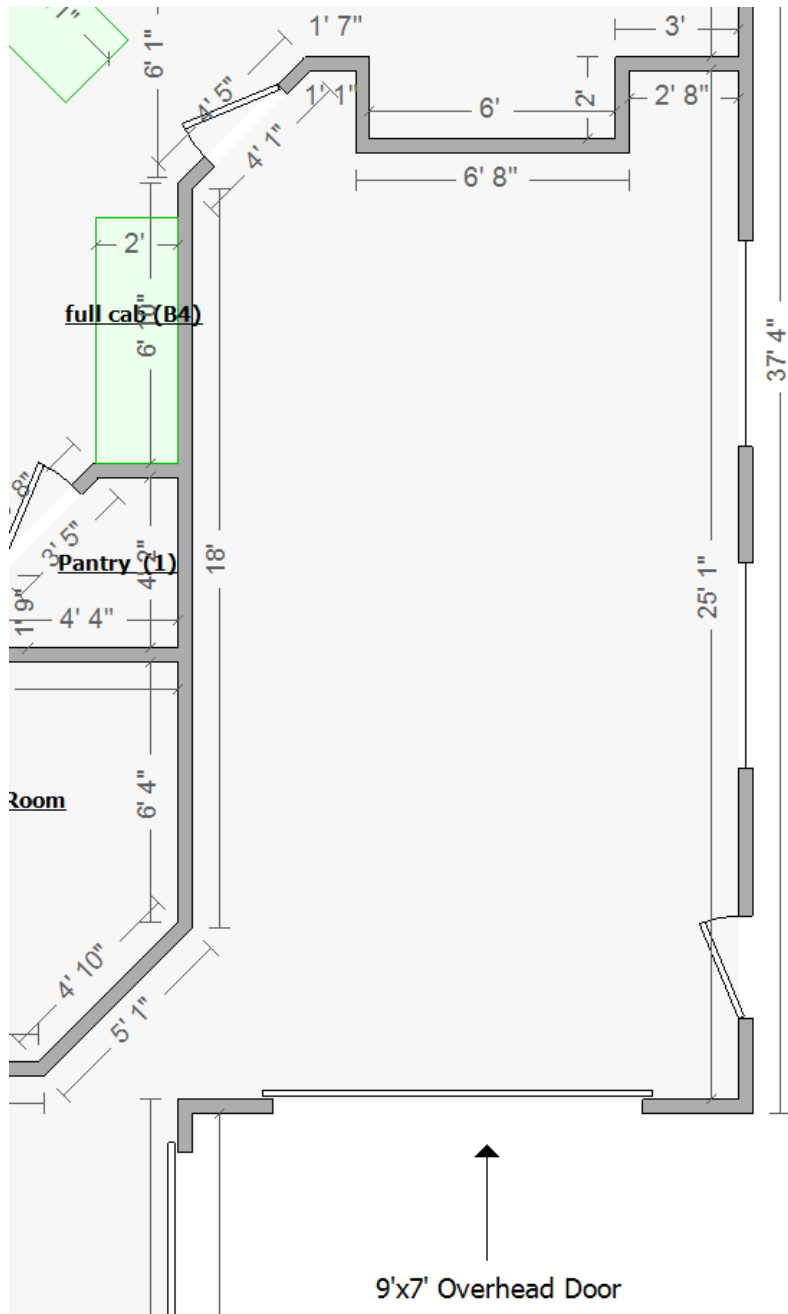
Breakfast Area



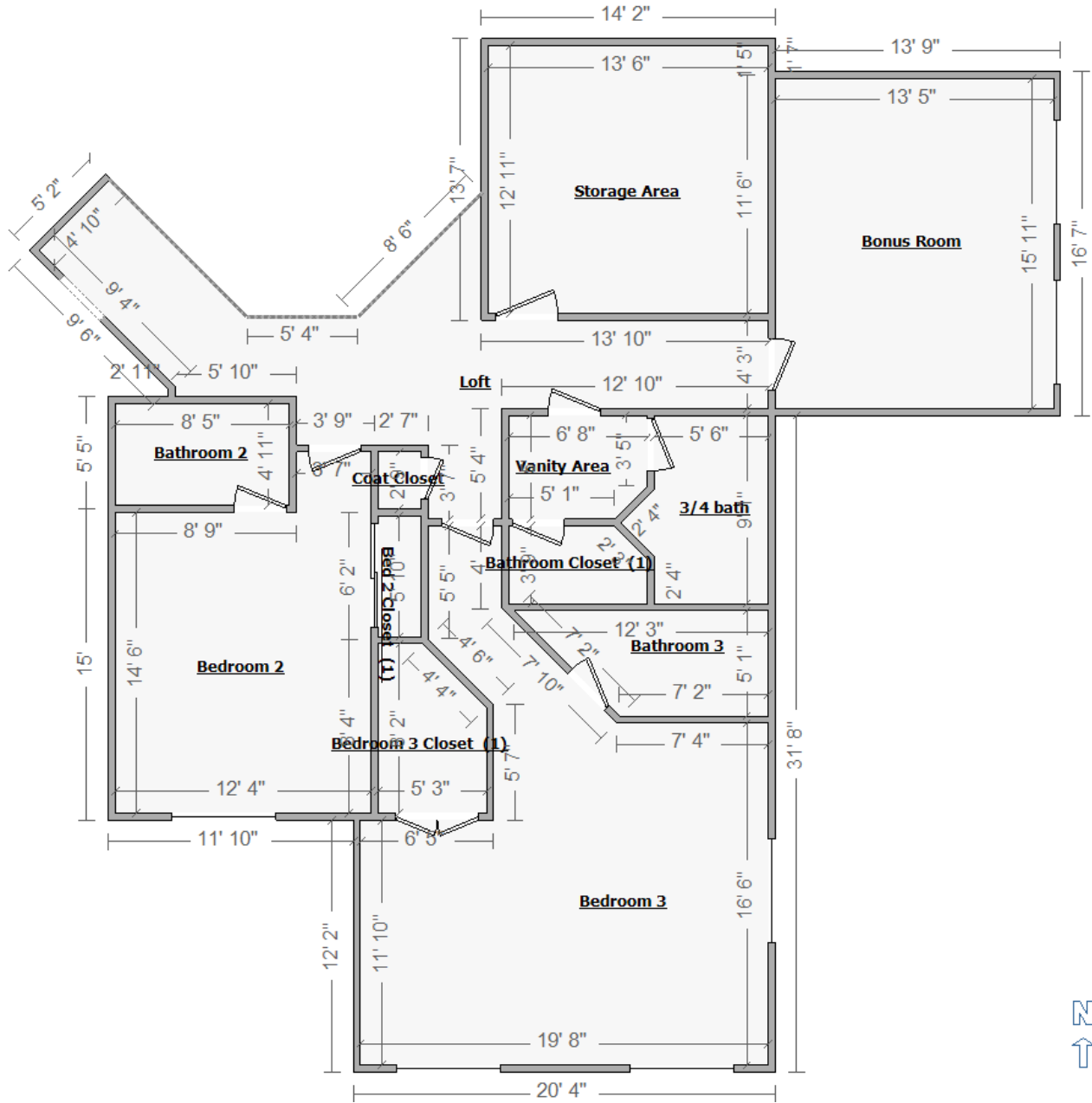
Garage (1)

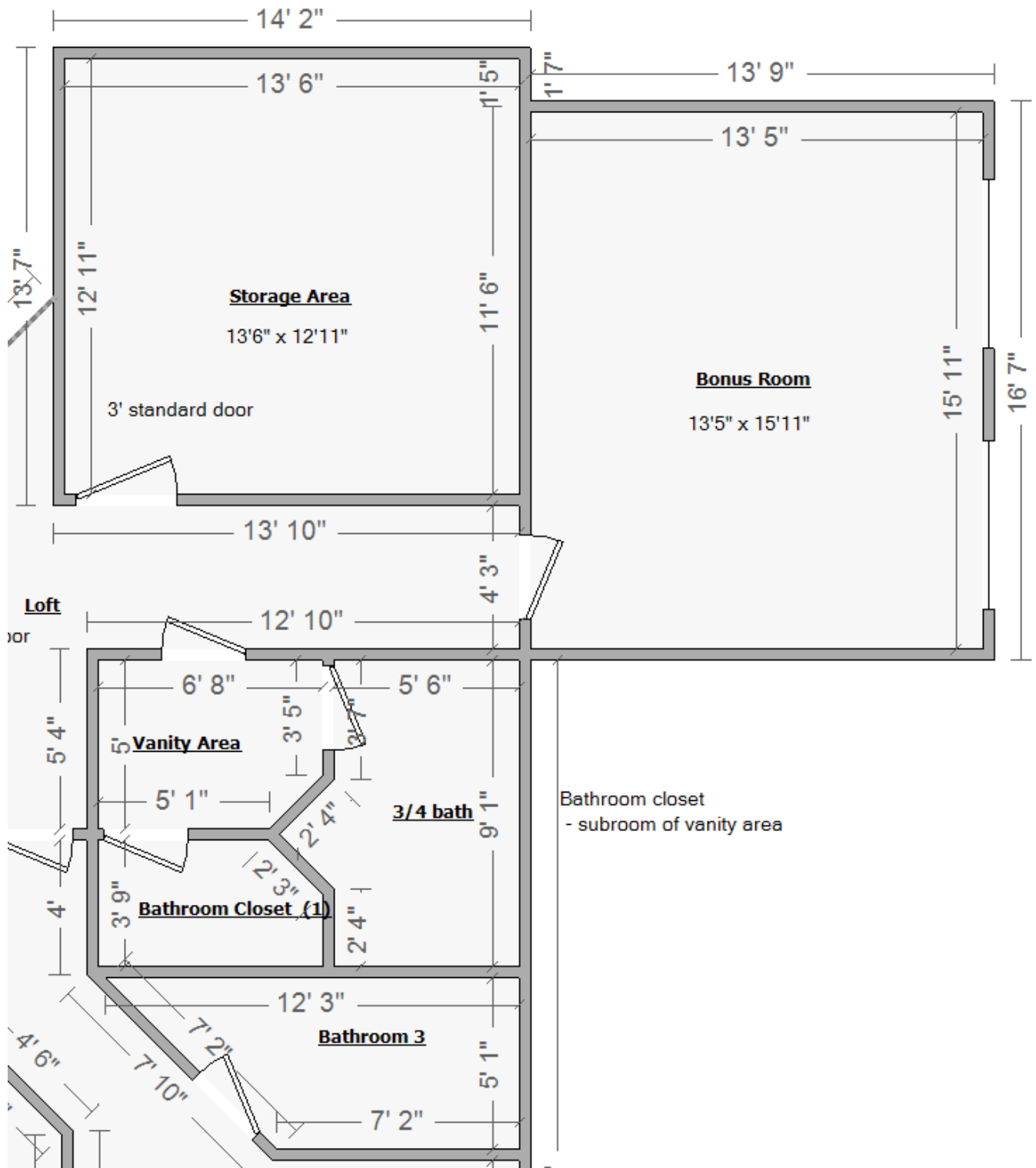


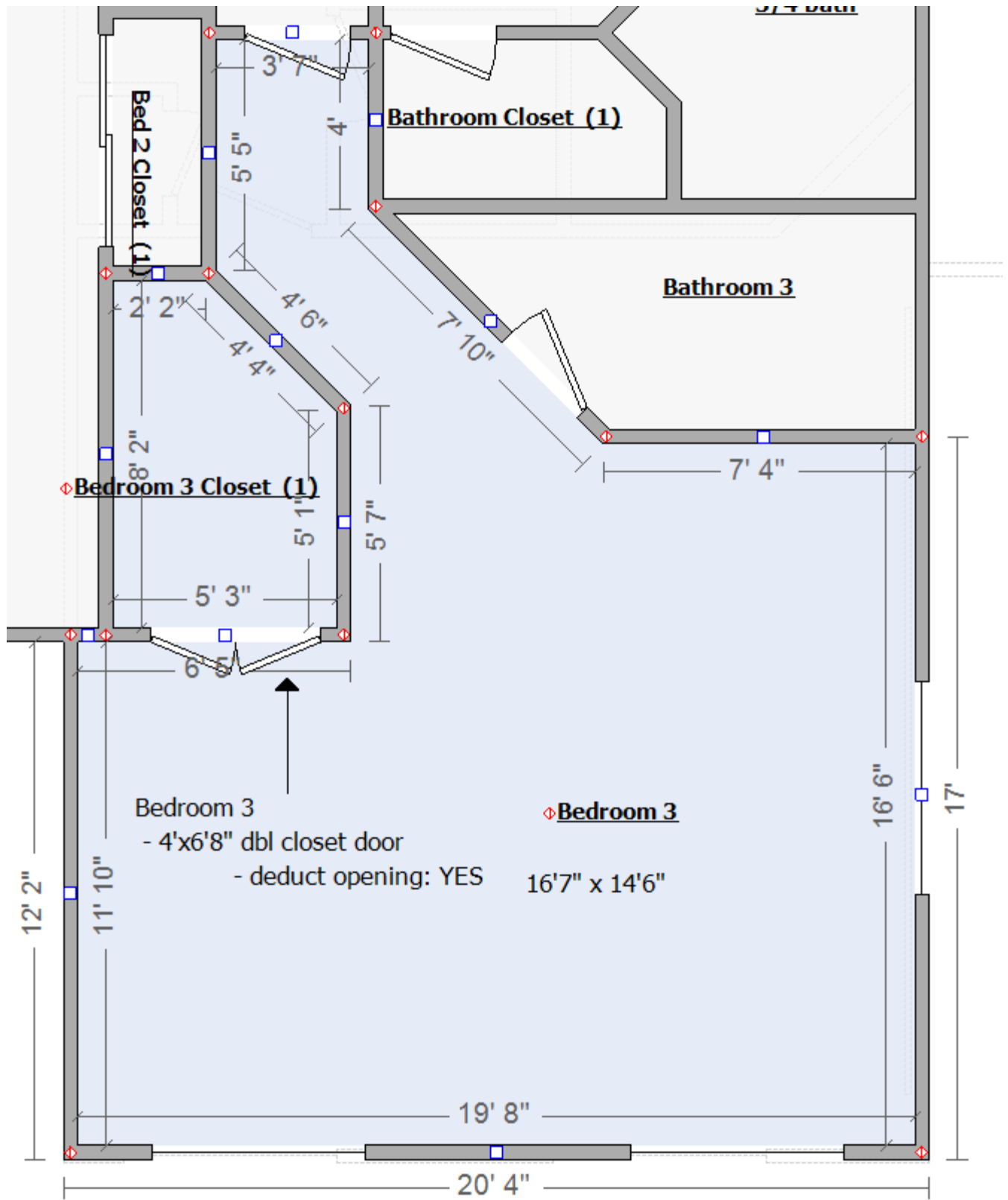
Garage (2)

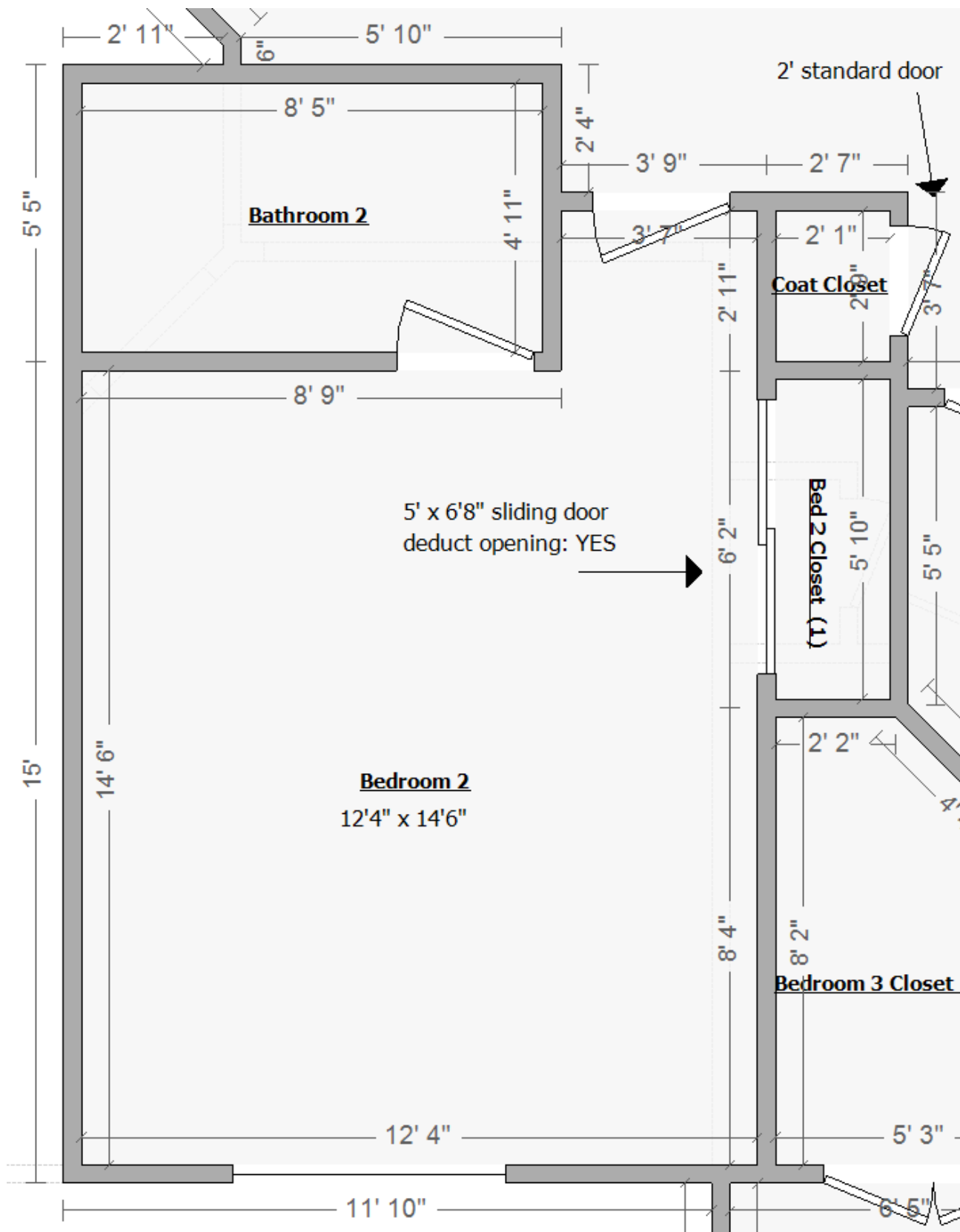


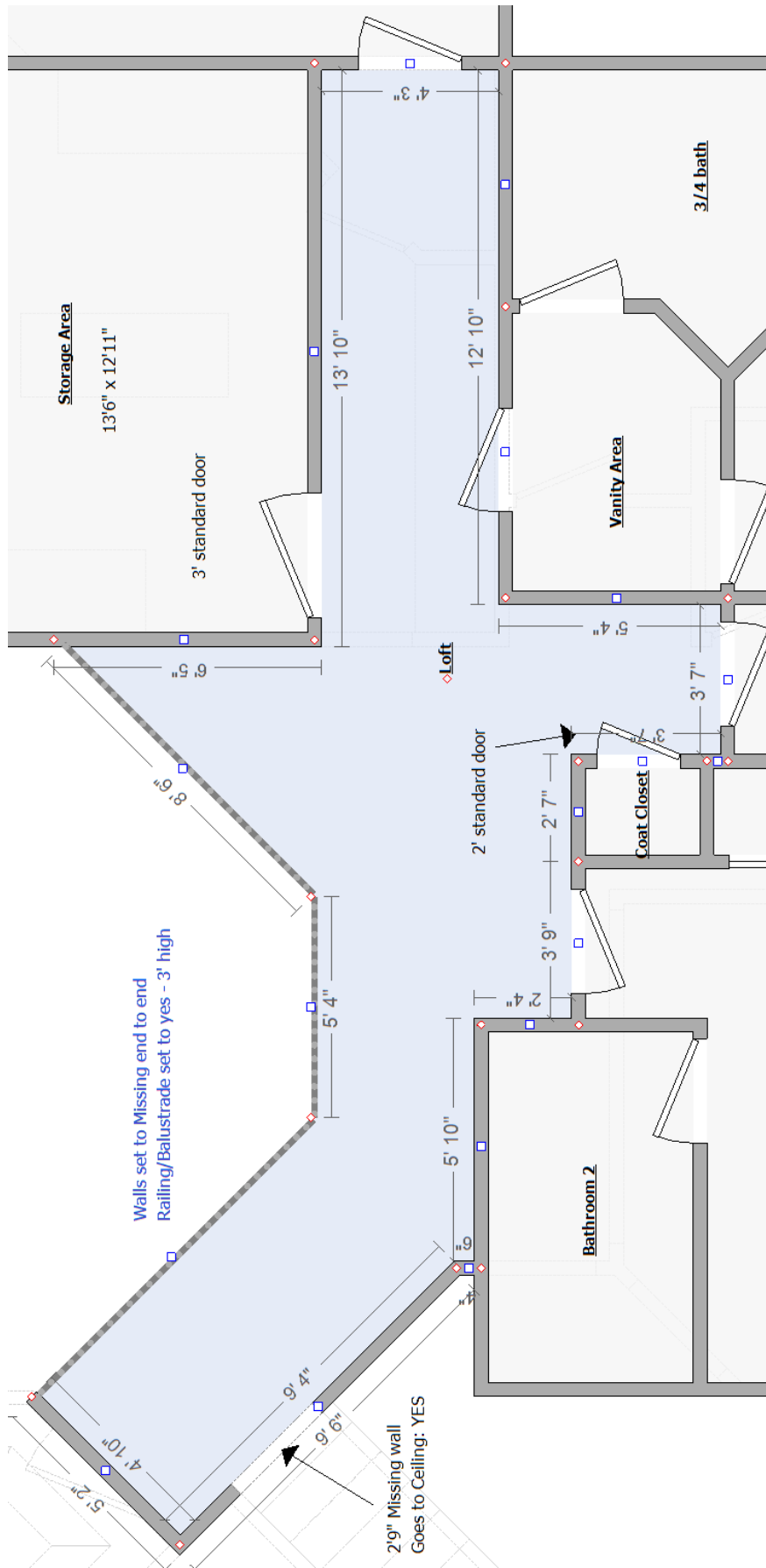
Second Level Overview



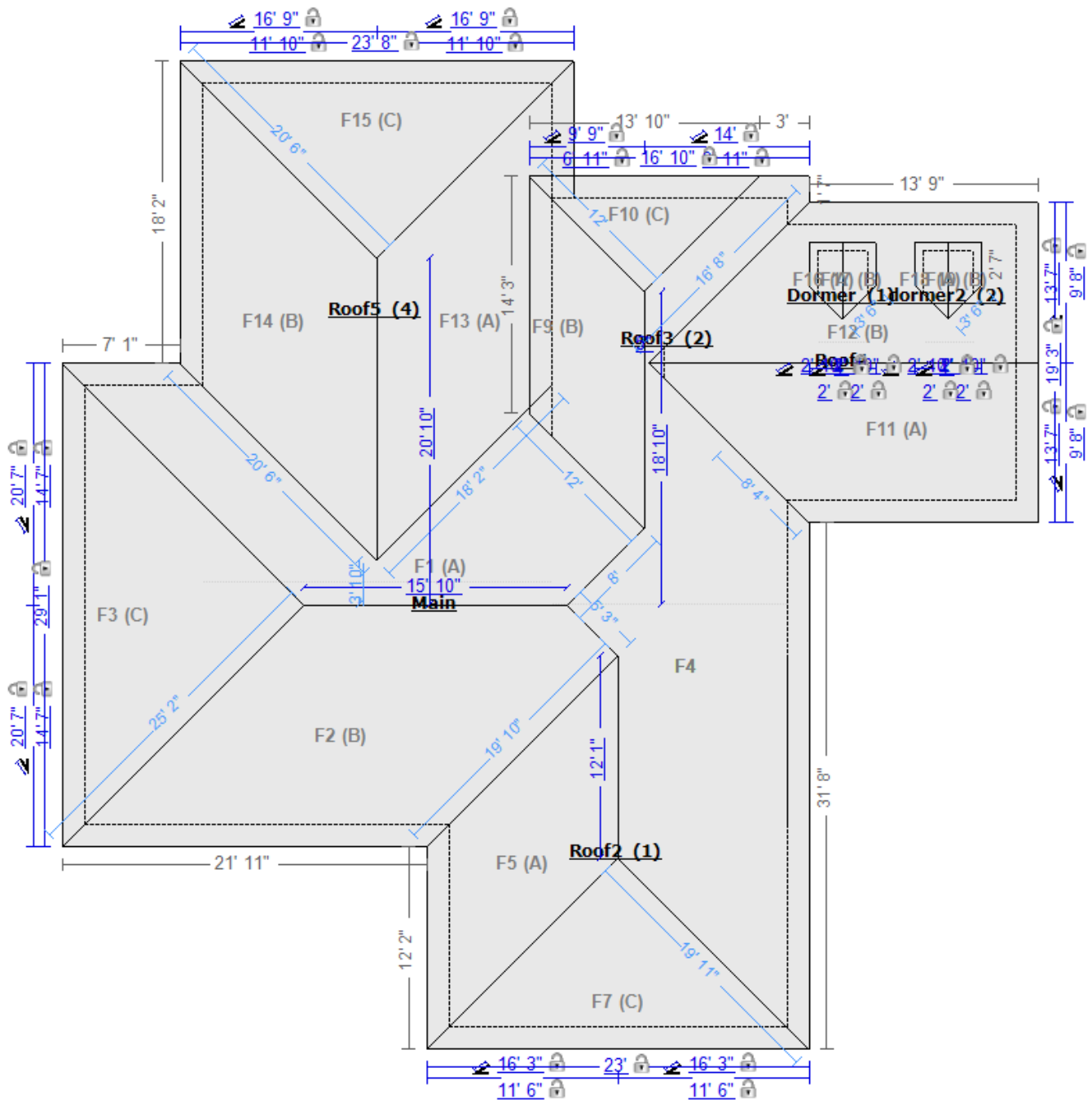




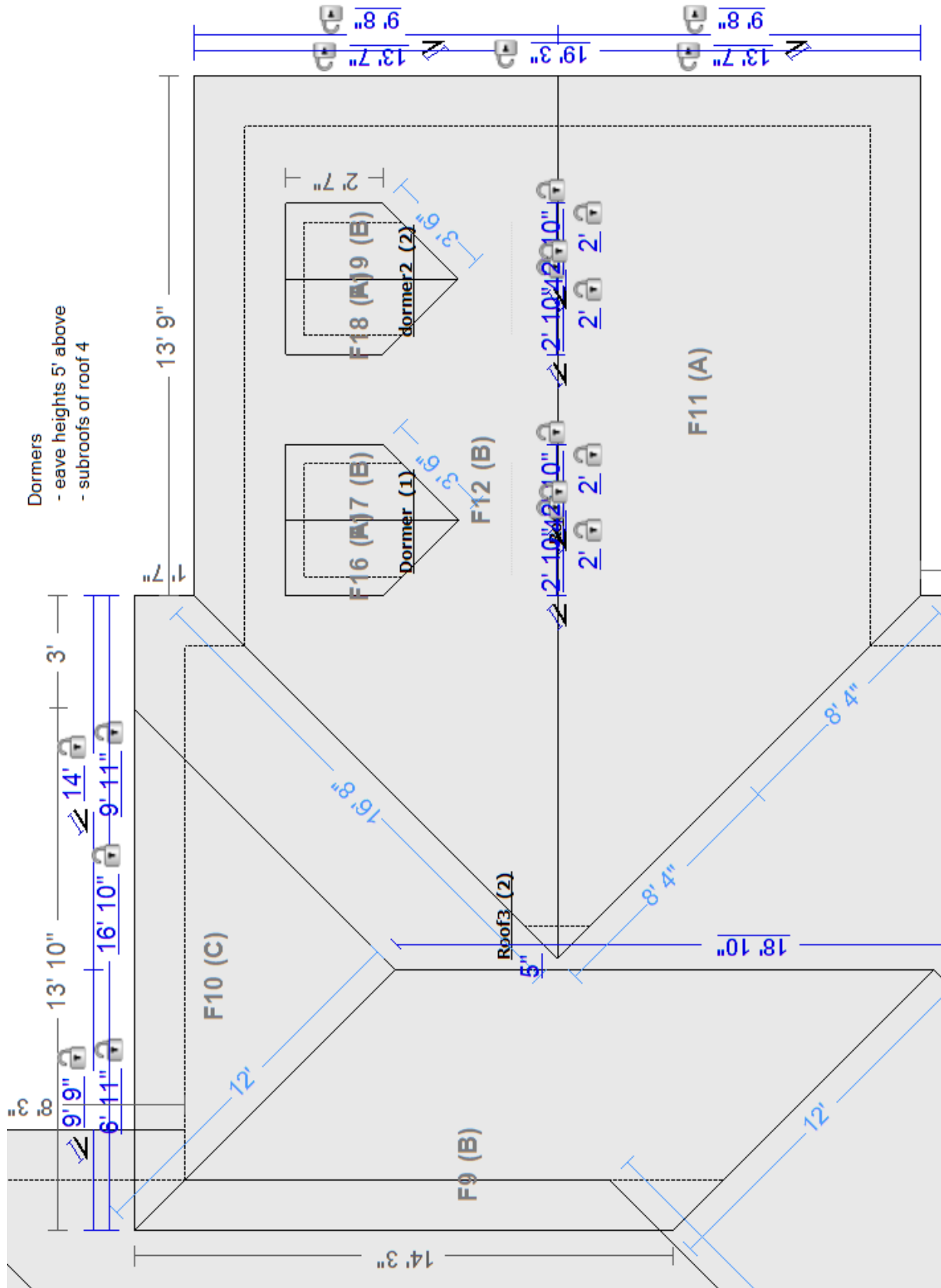




Roof Overview

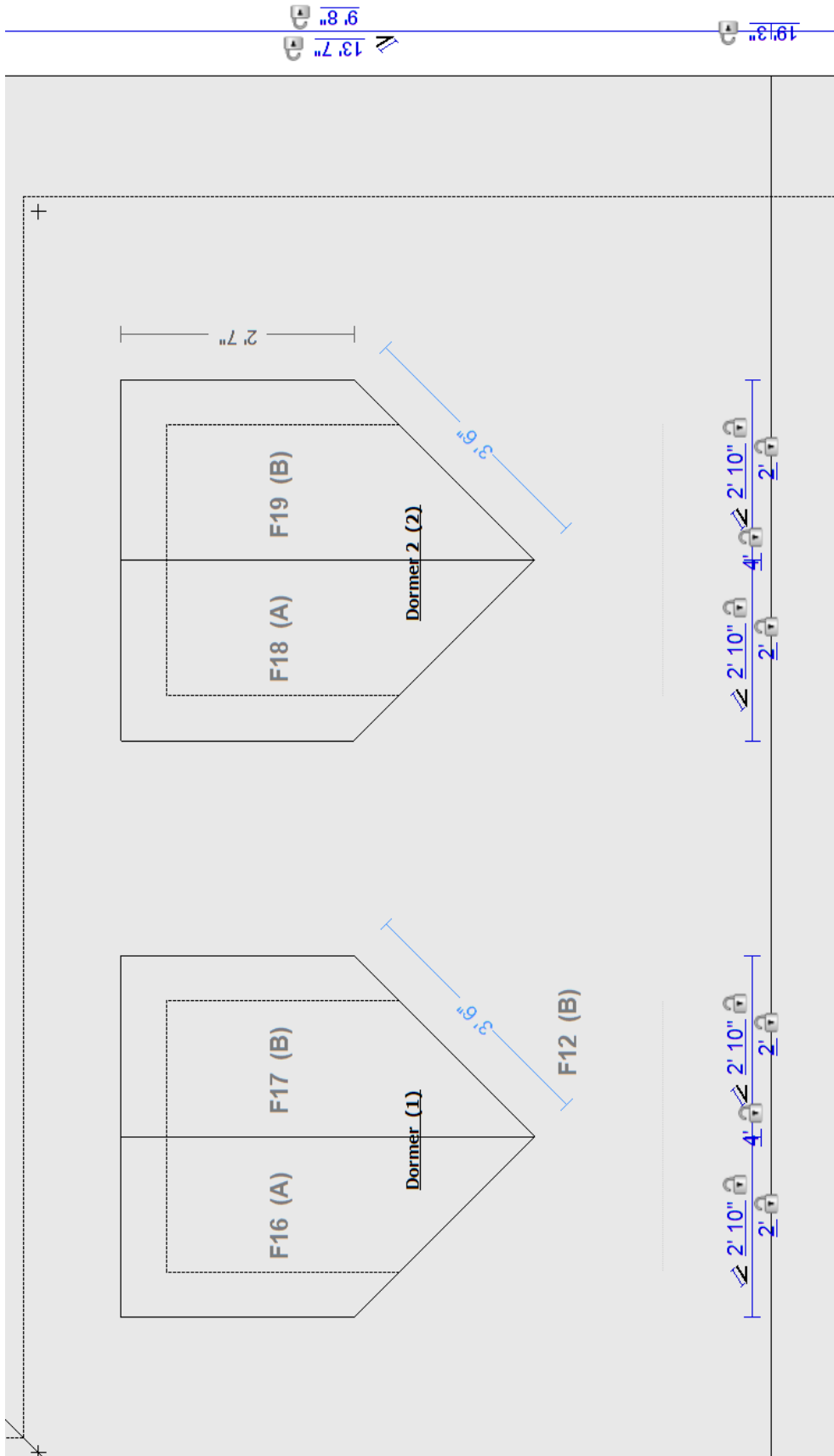


East Roofs

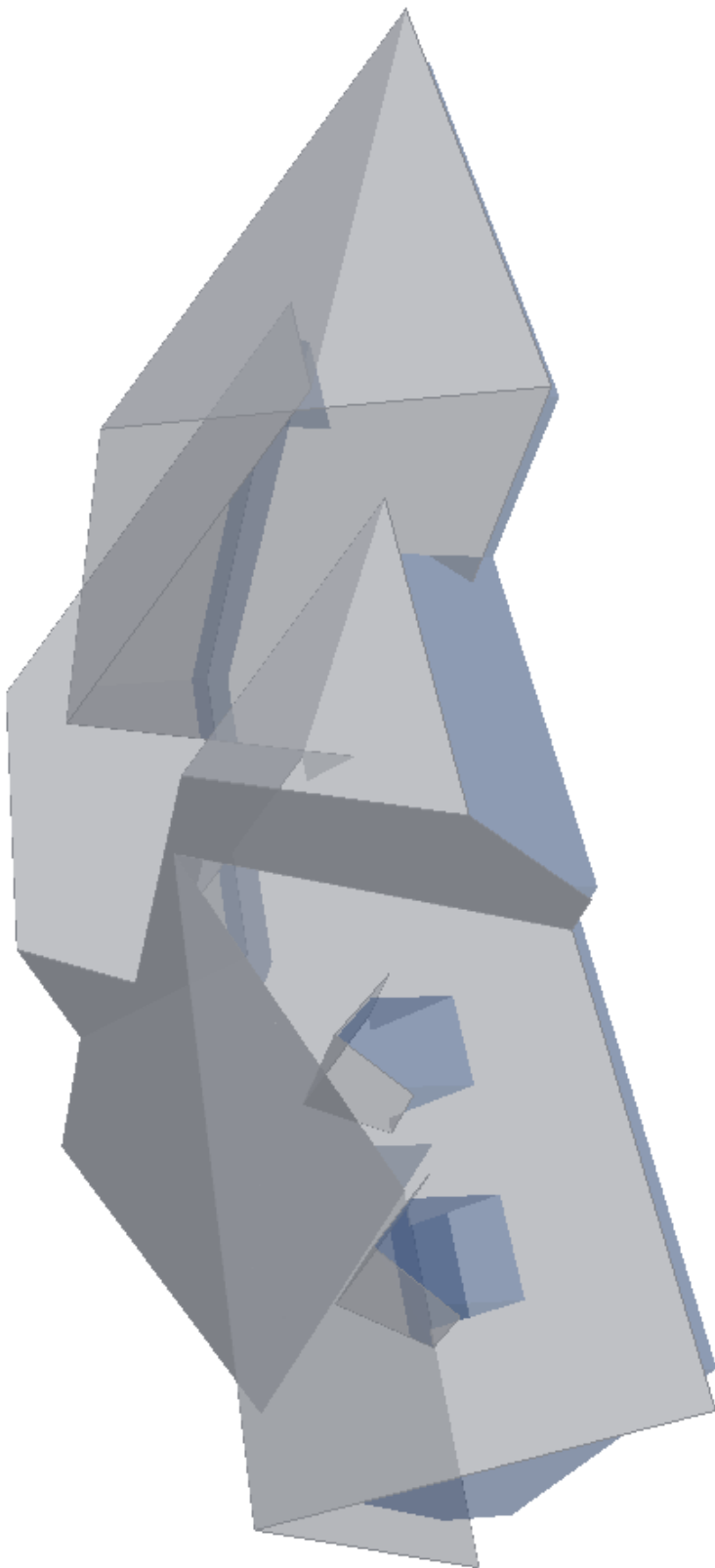


Dormers
 - eave heights 5' above
 - subroofs of roof 4

Dormers



Roof (3D View)



Practical Lab—Scope

Scope Lab Overview

Now that you have completed the diagram, enter the following line items graphically in *Sketch* unless otherwise indicated. Pay close attention to the details.

- Items are of average quality unless otherwise stated.
- All subrooms (subgroups) should be INCLUDED with the main area of the room when calculating quantities unless otherwise specified in the scope notes.
- Pay close attention to the line item activity and quantity.

Instructions: Enter the following in the *Claim Info* tab:

- UTOR8X_AUG13
- 6.75% Tax rate
- 10% O&P
- \$1250 Deductible – across all coverages

Interior Scope

Instructions: Enter the following items in Sketch:

Multi-Room Items

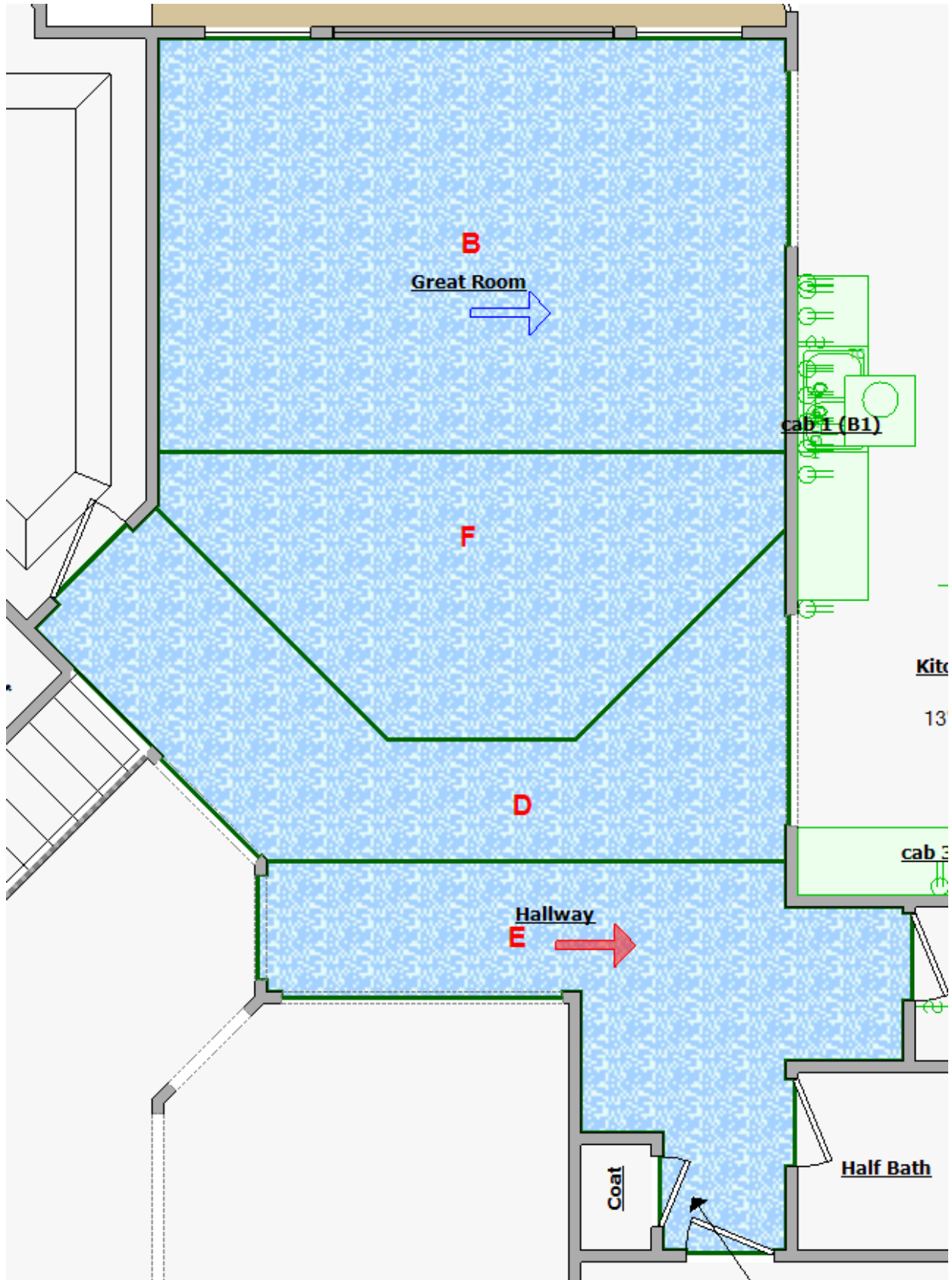
1. Using the Sketch construction properties, frame all the walls in the following rooms (leave the framing default settings):
 - a. Breakfast Area – Main Level
 - b. Laundry Room – Main Level
 - c. Storage Area – Second Level
 - d. Bonus Room – Second Level
 - e. Bedroom 2 – Second Level (excluding subroom)
2. Using the Sketch construction properties, frame the floor in the following rooms:
 - a. Breakfast Area – Main Level
 - b. Laundry Room – Main Level
 - c. Storage Area – Second Level
 - d. Bonus Room – Second Level
 - e. Bedroom 2 – Second Level (excluding subroom)
3. Remove and replace ½" drywall hung, taped, floated, ready for paint on the walls and ceiling of the following rooms:
 - a. Kitchen – Main Level
 - b. Laundry Room – Main Level
 - c. Great Room – Main Level
 - d. Bedroom2 – Second Level
 - e. Bonus Room – Second Level
 - f. Bathroom 3 – Second Level

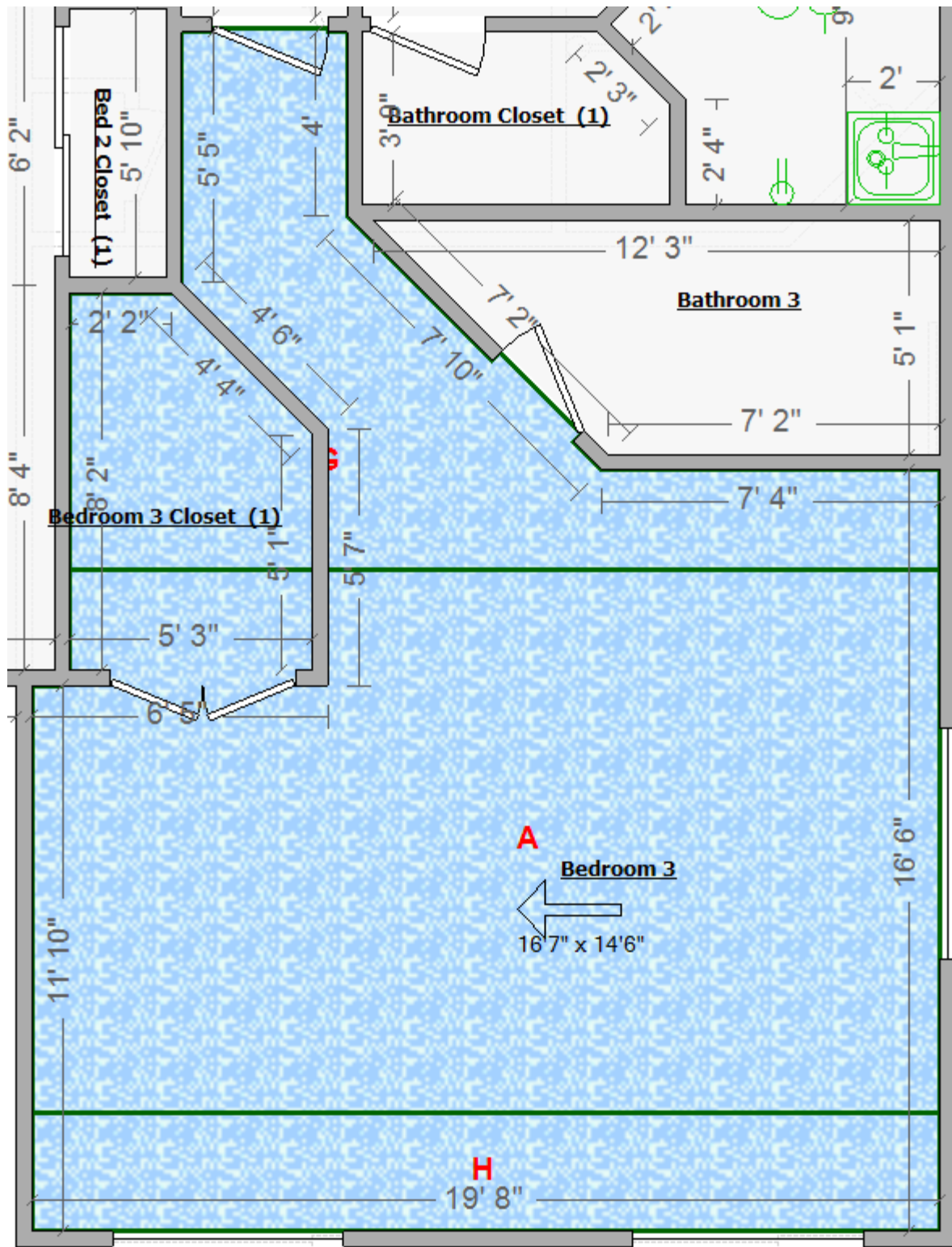
4. Change the component price of gypsum board (*DRY1/2*) from \$0.285/SF to \$0.350/SF across the entire estimate.
5. Clean the walls and ceiling in the following rooms:
 - a. Master Bedroom – Main Level
 - b. Half Bath – Main Level
 - c. Entry – Main Level
 - d. Entry Stairs – Main Level
 - e. Library – Main Level
 - f. Hallway – Main Level
 - g. Toilet Closet – Main Level
 - h. Bedroom 3 – Second Level
 - i. Storage Area – Second Level
 - j. Bathroom 2 – Second Level
 - k. Vanity Area – Second Level
6. Seal/prime then paint (2 coats) the walls and ceiling in the following rooms:
 - a. Master Bedroom – Main Level
 - b. Great Room – Main Level
 - c. Entry – Main Level
 - d. Entry Stairs – Main Level
 - e. Library – Main Level
 - f. Hallway – Main Level
 - g. Bathroom (half) – Main Level
 - h. Bedroom 3 – Second Level
7. Remove and replace 4 ¼" baseboard around floor perimeter in the following rooms:
 - a. Kitchen – Main Level
 - b. Family Room – Main Level
 - c. Breakfast Area – Main Level
 - d. Bedroom2 – Second Level
 - e. Coat Closet – Second Level
 - f. Loft – Second Level
 - g. Bedroom 3 – Second Level
8. Remove and replace carpet – high grade in the following rooms:
 - a. Great Room – Main Level
 - b. Hallway – Main Level
 - c. Bedroom 3 – Second Level
 - d. Bonus Room – Second Level

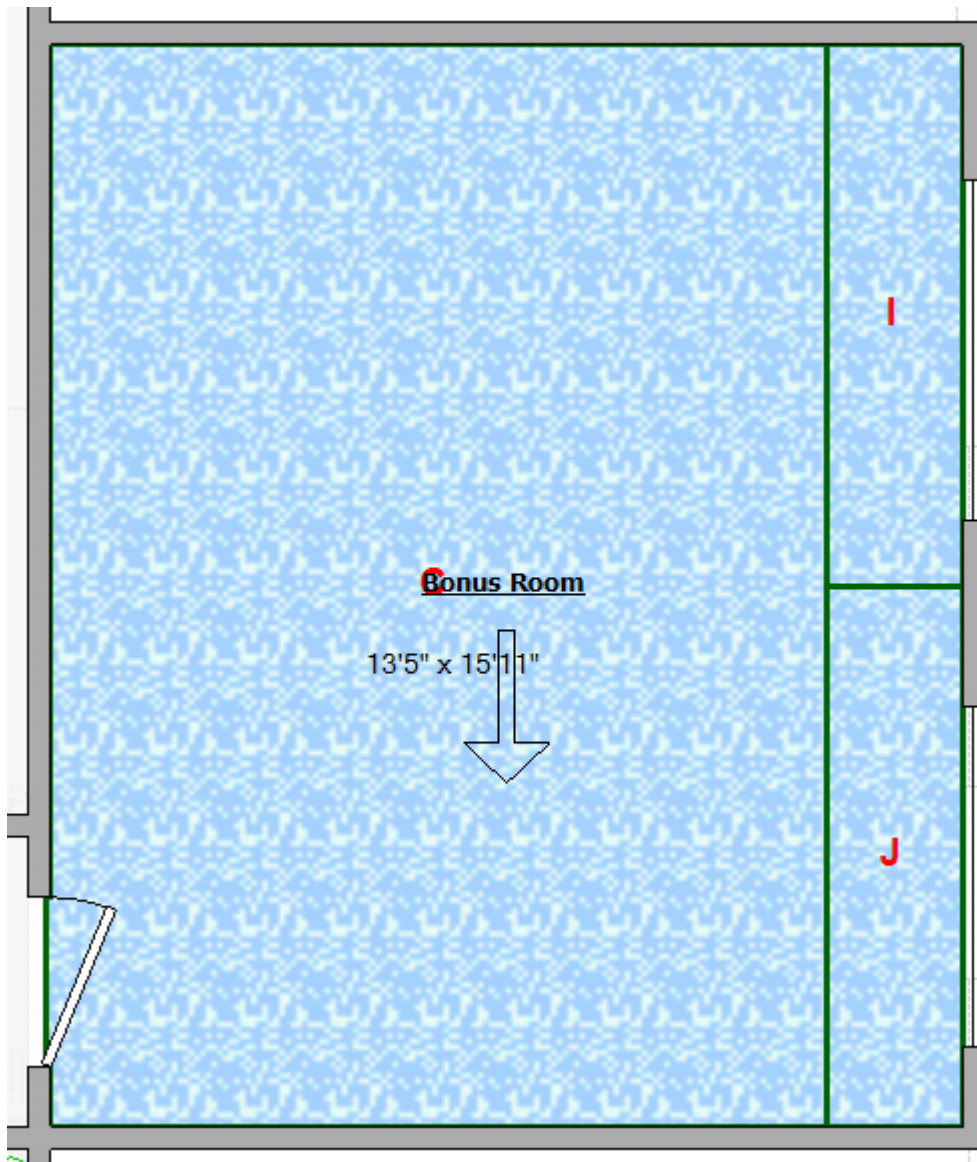
Flooring Properties:

- Group Lay Direction: No
- Max Fill Pieces: 4
- Min Fill Cut Length: 2'
- Min Fill Cut Width: 2'
- Roll Length Overcut: 3"
- Seam Allowance Overcut: 3"
- Use Scrap: Yes

Carpet Seams







9. Remove and replace carpet pad – High grade in the following rooms:

- a. Great Room – Main Level
- b. Hallway – Main Level
- c. Bedroom 3 – Second Level
- d. Bonus Room – Second Level

10. Clean and deodorize carpet in the following rooms:

- a. Master Bedroom – Main Level
- b. Walk-in Closet – Main Level
- c. Library – Main Level
- d. Bedroom 2 – Second Level
- e. Loft – Second Level

11. Remove and replace pre-finished solid wood flooring in the following rooms:
 - a. Kitchen – Main Level
 - b. Family Room – Main Level
12. Clean floor and seal – wood in the following rooms:
 - a. Breakfast Area – Main Level
 - b. Half bath – Main Level
13. Clean floor – tile in the following rooms:
 - a. Entry/Foyer – Main Level
 - b. Laundry Room – Main Level
 - c. Storage Area – Second Level
 - d. ¾ Bath – Second Level
 - e. Bathroom3 – Second Level
14. Run the PLM_SKT macro in the following rooms (be sure the Type property is set correctly):
 - a. Kitchen – Main Level
 - b. Laundry Room – Main Level
 - c. ¾ Bath – Second Level
15. Run the ELECTRICAL_SKT macro in the following rooms (be sure the Type property is set correctly):
 - a. Kitchen – Main Level
 - b. Laundry Room – Main Level
 - c. ¾ Bath – Second Level

Kitchen – Main Level

Enter the following line items in *Estimate Items*.

16. Remove and replace 18'1" Cabinetry – lower (base) units – Premium Grade.
17. Remove and replace 6' Cabinetry – full height (wall) units – Premium Grade.
18. Replace a Custom Island Cabinet as a MISC Item.
 - Replacement cost total: \$4000
 - Do not specify the labor and equipment cost separately.
 - Add an Attachment Note: Custom island cabinet for the Kitchen.
19. Remove and replace 62 square feet of Countertop – Granite or Marble.
20. Remove and replace Range hood – oversized – High grade.
21. Remove and Replace sink – double – Premium Grade.
22. Replace kitchen sink faucet – Premium Grade.

Deck – Main Level

Enter the following line items in Sketch

23. Using the Sketch construction properties, frame the Deck and Deck Footings. Leave the Railing construction set to none. Keep the default settings for the Framing and Footings. Do not frame the Deck Stairs.

Family Room – Main Level

Enter the following line items in Estimate Items or Sketch.

24. Remove and replace French double doors – Exterior – pre-hung unit.
25. Remove and replace 2 vinyl windows, picture/fixed, 12-23 sf – High grade.
26. Paint both sides of the door trim & jamb – Large – 2 coats (per side).
27. Replace 2 door knobs – interior.

Bedroom2 – Second Level

Enter the following line items in Estimate Items or Sketch.

28. Remove and replace 2 vinyl window – double hung, 20-28 sf - High grade.
29. Remove and replace 2 interior door units.
30. Paint both sides of both door slabs – 2 coats (per side).
31. Paint both sides of the door trim & jamb – 2 coats (per side) for both doors.
32. Replace 2 door knobs – interior – Premium Grade.

Master Bath – Main Level

Enter the following line items in Estimate Items or Sketch.

33. Remove and replace ½" mold/mildew resistant drywall – hung, taped ready for texture on the walls and ceiling.
34. Add texture drywall – smooth/skim coat to the walls and ceiling.
35. Seal/prime then paint the walls and ceiling twice (3 coats).
36. Clean floor – tile – Heavy Clean.
37. Remove and replace vanity – Deluxe Grade – 6 LF.
38. Replace 12 square feet of countertop – Granite or Marble.
39. Remove and replace jetted tub – Acrylic – corner unit – Premium Grade.
40. Replace jetted tub faucet – High grade.
41. Remove and replace interior double door – solid core colonist – pre-hung unit.
42. Paint both sides of the double door set – 2 coats (per side).
43. Paint both sides of the door/window trim & jamb – Large – 2 coats (per side).
44. Detach and reset 2 interior door locksets.

Roof Scope

Enter the following line items in *Sketch* or *Estimate Items*.

1. Using the Sketch construction properties, truss frame Roof 5 only (including Roof Sheathing – OSB -1/2"). Leave all construction settings at their defaults.
2. Remove and replace sheathing – OSB – 1/2" on face F2 of the Main Roof.
3. Replace laminated – High grade – comp. shingle rfg. – w/ felt on Roof 5 and face F1 of the Main Roof. Add 15% waste through the Property Editor.
4. Remove and replace 30 LF of valley metal on the Main Roof.
5. Replace 37 feet of drip edge on the roof on the Main Roof.
6. Replace 5 flashing – pipe jacks on the Main Roof.
7. Replace 3 roof vents – turbine type – on the Main Roof.
8. Remove and replace 59 feet of 5" aluminum gutter/downspout on the roof.

Practical Exam

Practical Exam Overview

- The Practical Exam section tests your knowledge of what you sketched and scoped in the Lab.
- In the real exam, the Lab will not be available while you are taking the Practical Exam. Acquire your answers directly from your Xactimate estimate.
- You will be given 40 fill-in-the-blank questions. It is not important to list units of measure such as SF, LF, EA in any of your answers. If your answer has a decimal point, please record it rounding to the nearest one-hundredth of a decimal point (e.g., 123.45).

Instructions: Complete the following.

Section 1 of 6: Build a Large Multi-Level Sketch

1. What is the total number of square feet of ceiling area on the Main Level?
2. What is the total number of square feet of floor area on the Main Level?
3. What is the total number of square feet of interior wall area on the Main Level?
4. What is the total number of square feet of exterior wall area on the Main Level?
5. What is the total number of square feet of ceiling area on the Second Level?
6. What is the total number of square feet of floor area on the Second Level?
7. What is the total number of square feet of interior wall area on the Second Level?

Section 2 of 6: Configure Sketch Settings

8. What is the square footage of the Deck on the Main Level?
9. How many footings are automatically calculated for the Deck based on its dimensions?
10. How many units of the line item “Labor to install joist – floor or ceiling – 2x10” were added for the Deck construction?
11. How many units of the line item “6” softwood deck planking – Labor only (per SF)” were added for the Deck construction?
12. How many square feet of Carpet – High grade will be replaced in the home (including waste)?
13. What is the overall waste percentage for Carpet – High in the estimate?
14. What is the line item subtotal for the Deck (not including tax and O&P)?
15. How many square feet of Sheathing – OSB – 1/2” are added for the F2 face on the roof?

Section 3 of 6: Build a Large Multi-Level Roof Sketch

16. What is the total number of squares on the Roof Level?
17. What is the total number of lineal feet of roof perimeter on the Roof Level?
18. What is the total number of lineal feet of hip (hip ridge) on the Roof Level?
19. What is the total number of lineal feet of valley on the Roof Level?
20. What is the total number of lineal feet of ridge (flat ridge) on the Roof Level?
21. What is the total number of lineal feet of rake (gable ends) on the Roof Level?

Section 4 of 6: Estimate Large Multi-Level Loss

22. What is the total RCV amount (line item total including tax and O&P) for the line items in the Kitchen (including subroom)?
23. How many square feet of pre-finished – solid wood flooring were replaced in the Kitchen (including subroom)?
24. What is the total RCV amount (line item total including tax and O&P) for the line items in the Great Room?
25. What is the total RCV amount (line item total including tax and O&P) to replace the drywall in the Master Bath?
26. What is the total RCV amount (line item total including tax and O&P) to replace the baseboard in the Bedroom2 (including subroom)?
27. How many square feet of drywall were replaced in the Great Room?
28. What is the total RCV amount (line item total including tax and O&P) to clean and deodorize the carpet in the Loft (including subroom)?

Section 5 of 6: Estimate a Large Multi-Level Roof Loss

29. How many squares of laminated shingles were replaced on the Roof (including waste)?
30. What is the total RCV (line item total including tax and O&P) amount for the laminated shingles on the Roof?
31. How many square feet of sheathing OSB were replaced on face F2 of the Main Roof?
32. What is the total RCV (line item total including tax and O&P) amount for valley metal being replaced on the Roof?
33. What is the total RCV (line item total including tax and O&P) amount for gutter/downspout being replaced on the Roof? \$

Section 6 of 6: Pricing Line Items & View Reports for Large Multi-Level Estimate

34. How many labor minimums are applied to the estimate?
35. What is the total dollar amount added to the estimate for Labor Minimums?
36. How many total painter (PNT) labor hours are included in the cost of the estimate?
37. What is the total dollar amount of Drywall category items in this estimate?
38. What is the total material sales tax for this estimate?
39. What is the line item total amount for this estimate?
40. What is the grand total (or net claim) amount for this estimate?

Knowledge Exam

- The Knowledge Exam section tests your knowledge of basic functionality in the Xactimate system.
- When you take this portion of the exam online, this section is timed.
- For the test questions below, circle the correct answer.

You may now begin.

1. Xactimate must be open and active for the XactAnalysis Connection Scheduler to run properly.
 - a. True
 - b. False
2. This Xactimate feature keeps the original description of an item when it is replaced.
 - a. Preserve Item Description
 - b. Default Tags
 - c. Distribute Market Conditions
 - d. Inspection not performed
3. This Xactimate feature allows you to transfer information from a Bluetooth measuring device directly into Xactimate.
 - a. Third Party Integration
 - b. Inspection Onsite
 - c. Enable Sketch/Disto Integration
 - d. Disco Integration
4. Of the following options, which set best explains types of labor burdens?
 - a. FICA, Taxes, Labor Burdens
 - b. FICA, State Unemployment, General Liability
 - c. Taxes, O&P, Depreciation
 - d. Labor, Sales Tax, Additional Charges
5. Which of the following is not a type of sublimit?
 - a. Jewelry
 - b. Mold
 - c. Debris Removal
 - d. Animal Rescue
6. It is possible to customize your own inspection checks that run when the inspection/waste wizard is run.
 - a. True
 - b. False
7. The default number of days that Xactimate keeps projects backed up in the recycle bin is:
 - a. 5
 - b. 10
 - c. 7
 - d. 3

8. When merging two or more projects together, the source project will merge into the new project.
 - a. True
 - b. False
9. To move a wall/roof edge 1 inch at a time, use the following keyboard shortcut:
 - a. SHIFT+ ARROW (left, right, up, down)
 - b. 1 + TAB
 - c. CTRL + SHIFT + ARROW (left, right, up, down)
 - d. CTRL + ARROW (left, right, up, down)
10. Which of these steps is used to change the wall color of a diagram?
 - a. Plan View/select a wall/Properties/Display/Material Color
 - b. 3-D View/select a wall/Properties/Display/Material Color
 - c. Elevation View/select a wall/Properties/Display/Material Color
 - d. All of the above
 - e. B & C only
11. CTRL + SHIFT + R is the keyboard shortcut for what function?
 - a. Quick link to the Claim info/parameters tab
 - b. Reset default preferences
 - c. Reset Sketch window visible windows.
 - d. Duplicates rooms sketched on the sketch pad
12. Importing an underlay image is found within the tools menu.
 - a. True
 - b. False
13. What statement is incorrect regarding Arced Walls?
 - a. Arced walls are used to create round staircases.
 - b. The Vertex tool and Square Break tool can be used on arced walls.
 - c. Arced walls can be used on pony walls (half walls).
 - d. Arced walls allow wall openings to be placed on them.
 - e. You can add reference areas in elevation view to an arced wall.
14. The best way to add stacked windows is in Plan View.
 - a. True
 - b. False
15. Line items cannot be added to multiple rooms at the same time.
 - a. True
 - b. False
16. What does PWI stand for when inputting a line item?
 - a. Please Watch It
 - b. Paid With Interest
 - c. Paid When Incurred
 - d. Placed When Input

17. It is possible to sketch a roof by first sketching the footprint of the home and using it as an underlay.
 - a. True
 - b. False
18. When snapping a roof to the underlay, what part of the roof snaps to the underlay?
 - a. Roof Eave
 - b. Roof Wall
 - c. Fascia
 - d. Soffit
19. When adding carpet or sheet vinyl to a room in Sketch, where is the waste percentage shown?
 - a. Room Properties
 - b. Estimate Items window
 - c. Components Tab
 - d. Show Flooring Cuts window
20. Which of the following sets of Exterior Level variables contains an incorrect variable?
 - a. EW, EPW, EWOSF, EWOT
 - b. EPW, EWOSP, EWOP, EW
 - c. EW, EPW, EWOP, EWOSF
 - d. EIW, EPT, EWO, EOPSF
21. Which of the following image formats cannot be imported as a Sketch underlay image?
 - a. BMP
 - b. ESX
 - c. JPG
 - d. DWG
22. The online Sketch Gallery allows users to upload but not download Sketch Templates.
 - a. True
 - b. False
23. The Custom Staircase Defaults have the riser height default set to:
 - a. 7¼"
 - b. 7½"
 - c. 7¾"
 - d. 8"
24. The Keyboard shortcut to view the Sketch tab is:
 - a. CTRL + C
 - b. CTRL + H
 - c. CTRL + S
 - d. CTRL + K
25. This tool allows you to estimate “what if” scenarios within the same estimate that can printed out—but do not affect—the current estimates totals?
 - a. Mark as Priced
 - b. Global Changes Wizard
 - c. Item Information
 - d. Item Scenario

26. You can print a report with or without a sketch at the end of the report.
 - a. True
 - b. False
27. WOP is a variable to calculate the LF of:
 - a. cabinets in a room
 - b. perimeter of walls in a room
 - c. wall opening perimeter
 - d. reference area perimeter
28. Labor minimums can be applied or unapplied at the line item level.
 - a. True
 - b. False
29. The labor burden in Xactimate defaults to Restoration, Service, Remodel.
 - a. True
 - b. False
30. The payment tracker can be used to record payments for all coverages in an estimate, including Dwelling, Contents, and Other Structures.
 - a. True
 - b. False

Practical Lab—Scope—Answer Key

Interior Scope

Multi-Room Items

1. Using the Sketch construction properties, frame all the walls in the following rooms...
2. Using the Sketch construction properties, frame the floor in the following rooms...
3. Remove and replace ½" drywall hung, taped, floated, ready for paint.. **DRY 1/2 (&) WC**
4. Change the component price of gypsum board (*DRY1/2*) from \$0.285/SF to \$0.350/SF..
5. Clean the walls and ceiling in the following rooms... **CLN AV (+) WC**
6. Seal/prime then paint (2 coats) the walls and ceiling in the following rooms... **PNT SP (+) WC**
7. Remove and replace 4 ¼" baseboard around floor perimeter in the following rooms... **FNC B4 (&) PF**
8. Remove and replace carpet – high grade in the following rooms... **FCC AV+ (&)**
9. Remove and replace carpet pad – High grade in the following rooms... **FCC PAD+ (&) F**
10. Clean and deodorize carpet in the following rooms... **CLN FCC (+) F**
11. Remove and replace pre-finished solid wood flooring in the following rooms... **FCW AVPF (&) F**
12. Clean floor and seal – wood in the following rooms... **CLN FCW (+) F**
13. Clean floor – tile in the following rooms... **CLN FCT (+) F**
14. Run the PLM_SKT macro in the following rooms...
15. Run the ELECTRICAL_SKT macro in the following rooms...

Kitchen – Main Level

16. Remove and replace 18'1" Cabinetry – lower (base) units – Premium Grade. **CAB LOW++ (&)**
17. Remove and replace 6' Cabinetry – full height (wall) units – Premium Grade. **CAB FH++ (&)**
18. Replace a Custom Island Cabinet as a MISC Item. **CAB MISC (+)**
19. Remove and replace 62 square feet of Countertop – Granite or Marble. **CAB CTGM (&)**
20. Remove and replace Range hood – oversized – High grade. **APP HG>+ (&) 1**
21. Remove and Replace sink – double – Premium Grade. **PLM SNKD++ (&) 1**
22. Replace kitchen sink faucet – Premium Grade. **PLM FAU++ (+) 1**

Deck – Main Level

23. Using the Sketch construction properties, frame the Deck and Deck Footings.

Family Room – Main Level

24. Remove and replace French double doors – Exterior – pre-hung unit. **DOR FRX2 (&)**
25. Remove and replace 2 vinyl windows, picture/fixed, 12-23 sf – High grade. **WDV P+ (&) 2**
26. Paint both sides of the door trim & jamb – Large – 2 coats (per side). **PNT DORT> (+) 2**
27. Replace 2 door knobs – interior. **FNH DORH (+) 2**

Bedroom2 – Second Level

28. Remove and replace 2 vinyl window – double hung, 20-28 sf - High grade. **WDV D>>+ (&) 2**
29. Remove and replace 2 interior door units. **DOR AV (&) 2**
30. Paint both sides of both door slabs – 2 coats (per side). **PNT DOR (+) 4**
31. Paint both sides of the door trim & jamb – 2 coats (per side) for both doors. **PNT DORT (+) 4**
32. Replace 2 door knobs – interior – Premium Grade. **FNH DORH++ (+) 2**

Master Bath – Main Level

- 33. Remove and replace ½" mold/mildew resistant drywall – hung, taped... **DRY 1/2MR (&) WC**
- 34. Add texture drywall – smooth/skim coat to the walls and ceiling. **DRY TEX++ (+) WC**
- 35. Seal/prime then paint the walls and ceiling twice (3 coats). **PNT SP2 (+) WC**
- 36. Clean floor – tile – Heavy Clean. **CLN FCT+ (+) F**
- 37. Remove and replace vanity – Deluxe Grade – 6 LF. **CAB VAN+++ (&)**
- 38. Replace 12 square feet of countertop – Granite or Marble. **CAB CTGM (+)**
- 39. Remove and replace jetted tub – Acrylic – corner unit – Premium Grade. **PLM JTCNR++ (&)**
- 40. Replace jetted tub faucet – High grade. **PLM JTFAU+ (+)**
- 41. Remove and replace interior double door – solid core colonist – pre-hung unit. **DOR COLSD (&)**
- 42. Paint both sides of the double door set – 2 coats (per side). **PNT DOR (+) 4**
- 43. Paint both sides of the door/window trim & jamb – Large – 2 coats (per side). **PNT DORT> (+) 2**
- 44. Detach and reset 2 interior door locksets. **FNH DORHRS (+) 2**

Roof Scope

- 1. Using the Sketch construction properties, truss frame Roof 5 only...
- 2. Remove and replace sheathing – OSB – 1/2" on face F2 of the Main Roof. **RFG SHW1/2 (&) F2SF**
- 3. Replace laminated – High grade – comp. shingle rfg. – w/ felt on Roof 5 and face F1 of the Main Roof. Add 15% waste through the Property Editor. **RFG 400 (+) (F13SQ+F14SQ+F15SQ+F1SQ)**
- 4. Remove and replace 30 LF of valley metal on the Main Roof. **RFG VMTL (&)**
- 5. Replace 37 feet of drip edge on the roof on the Main Roof. **RFG DRIP (+)**
- 6. Replace 5 flashing – pipe jacks on the Main Roof. **RFG FLPIPE (+)**
- 7. Replace 3 roof vents – turbine type – on the Main Roof. **RFG VENTB (+)**
- 8. Remove and replace 59 feet of 5" aluminum gutter/downspout on the roof. **SFG GUTA (&)**

Practical Exam—Answer Key**Section 1 of 6: Build a Large Multi-Level Sketch**

- 1. What is the total number of square feet of ceiling area on the Main Level? **3050.45**
- 2. What is the total number of square feet of floor area on the Main Level? **3113.88**
- 3. What is the total number of square feet of interior wall area on the Main Level? **6243.52**
- 4. What is the total number of square feet of exterior wall area on the Main Level? **2583.50**
- 5. What is the total number of square feet of ceiling area on the Second Level? **1377.67**
- 6. What is the total number of square feet of floor area on the Second Level? **1377.67**
- 7. What is the total number of square feet of interior wall area on the Second Level? **4056.03**

Section 2 of 6: Configure Sketch Settings

- 8. What is the square footage of the Deck on the Main Level? **107.96**
- 9. How many footings are automatically calculated for the Deck based on its dimensions? **0**
- 10. How many units of the line item "Labor to install joist – floor or ceiling – 2x10" ... **125.95**
- 11. How many units of the line item "6" softwood deck planking – Labor only (per SF)" ... **107.96**
- 12. How many square feet of Carpet – High grade will be replaced in the home (including waste)? **1116.68**
- 13. What is the overall waste percentage for Carpet – High in the estimate? **34.21**
- 14. What is the line item subtotal for the Deck (not including tax and O&P)? **1495.50**
- 15. How many square feet of Sheathing – OSB – 1/2" are added for the F2 face on the roof? **437.64**

Section 3 of 6: Build a Large Multi-Level Roof Sketch

16. What is the total number of squares on the Roof Level? **34.93**
17. What is the total number of lineal feet of roof perimeter on the Roof Level? **285.28**
18. What is the total number of lineal feet of hip (hip ridge) on the Roof Level? **168.44**
19. What is the total number of lineal feet of valley on the Roof Level? **117.71**
20. What is the total number of lineal feet of ridge (flat ridge) on the Roof Level? **92.92**
21. What is the total number of lineal feet of rake (gable ends) on the Roof Level? **42.78**

Section 4 of 6: Estimate Large Multi-Level Loss

22. What is the total RCV amount for the line items in the Kitchen? **\$24985.84**
23. How many square feet of pre-finished – solid wood flooring were replaced in the Kitchen? **181.85**
24. What is the total RCV amount for the line items in the Great Room? **\$5936.65**
25. What is the total RCV amount to replace the drywall in the Master Bath? **\$914.04**
26. What is the total RCV amount to replace the baseboard in the Bedroom2 (including subroom)? **\$285.21**
27. How many square feet of drywall were replaced in the Great Room? **1255.21**
28. What is the total RCV amount to clean and deodorize the carpet in the Loft? **\$73.00**

Section 5 of 6: Estimate a Large Multi-Level Roof Loss

29. How many squares of laminated shingles were replaced on the Roof (including waste)? **12.50**
30. What is the total RCV amount for the laminated shingles on the Roof? **\$4063.37**
31. How many square feet of sheathing OSB were replaced on face F2 of the Main Roof? **437.64**
32. What is the total RCV amount for valley metal being replaced on the Roof? **\$146.90**
33. What is the total RCV amount for gutter/downspout being replaced on the Roof? **\$308.01**

Section 6 of 6: Pricing Line Items & View Reports for Large Multi-Level Estimate

34. How many labor minimums are applied to the estimate? **4**
35. What is the total dollar amount added to the estimate for Labor Minimums? **\$291.03**
36. How many total painter (PNT) labor hours are included in the cost of the estimate? **65.93**
37. What is the total dollar amount of Drywall category items in this estimate? **\$5443.99**
38. What is the total material sales tax for this estimate? **\$3008.99**
39. What is the line item total amount for this estimate? **\$78713.32**
40. What is the grand total (or net claim) amount for this estimate? **\$96816.99**

Knowledge Exam—Answer Key

1. Xactimate must be open and active for the XactAnalysis Connection Scheduler to run properly.
 - a. True
 - b. **False**
2. This Xactimate feature keeps the original description of an item when it is replaced.
 - a. **Preserve Item Description**
 - b. Default Tags
 - c. Distribute Market Conditions
 - d. Inspection not performed

3. This Xactimate feature allows you to transfer information from a Bluetooth measuring device directly into Xactimate.
 - a. Third Party Integration
 - b. Inspection Onsite
 - c. **Enable Sketch/Disto Integration**
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4. Of the following options, which set best explains types of labor burdens?
 - a. FICA, Taxes, Labor Burdens
 - b. **FICA, State Unemployment, General Liability**
 - c. Taxes, O&P, Depreciation
 - d. Labor, Sales Tax, Additional Charges
5. Which of the following is not a type of sublimit?
 - a. Jewelry
 - b. Mold
 - c. Debris Removal
 - d. **Animal Rescue**
6. It is possible to customize your own inspection checks that run when the inspection/waste wizard is run.
 - a. **True**
 - b. False
7. The default number of days that Xactimate keeps projects backed up in the recycle bin is:
 - a. 5
 - b. 10
 - c. **7**
 - d. 3
8. When merging two or more projects together, the source project will merge into the new project.
 - a. True
 - b. **False**
9. To move a wall/roof edge 1 inch at a time, use the following keyboard shortcut:
 - a. SHIFT+ ARROW (left, right, up, down)
 - b. 1 + TAB
 - c. CTRL + SHIFT + ARROW (left, right, up, down)
 - d. **CTRL + ARROW (left, right, up, down)**
10. Which of these steps is used to change the wall color of a diagram?
 - a. Plan View/select a wall/Properties/Display/Material Color
 - b. 3-D View/select a wall/Properties/Display/Material Color
 - c. Elevation View/select a wall/Properties/Display/Material Color
 - d. All of the above
 - e. **B & C only**
11. CTRL + SHIFT + R is the keyboard shortcut for what function?
 - a. Quick link to the Claim info/parameters tab
 - b. Reset default preferences
 - c. **Reset Sketch window visible windows.**
 - d. Duplicates rooms sketched on the sketch pad

12. Importing an underlay image is found within the tools menu.
 - a. True
 - b. **False**
13. What statement is incorrect regarding Arced Walls?
 - a. Arced walls are used to create round staircases.
 - b. The Vertex tool and Square Break tool can be used on arced walls.
 - c. Arced walls can be used on pony walls (half walls).
 - d. Arced walls allow wall openings to be placed on them.
 - e. **You can add reference areas in elevation view to an arced wall.**
14. The best way to add stacked windows is in Plan View.
 - a. True
 - b. **False**
15. Line items cannot be added to multiple rooms at the same time.
 - a. True
 - b. **False**
16. What does PWI stand for when inputting a line item?
 - a. Please Watch It
 - b. Paid With Interest
 - c. **Paid When Incurred**
 - d. Placed When Input
17. It is possible to sketch a roof by first sketching the footprint of the home and using it as an underlay.
 - a. **True**
 - b. False
18. When snapping a roof to the underlay, what part of the roof snaps to the underlay?
 - a. Roof Eave
 - b. **Roof Wall**
 - c. Fascia
 - d. Soffit
19. When adding carpet or sheet vinyl to a room in Sketch, where is the waste percentage shown?
 - a. Room Properties
 - b. Estimate Items window
 - c. Components Tab
 - d. **Show Flooring Cuts window**
20. Which of the following sets of Exterior Level variables contains an incorrect variable?
 - a. EW, EPW, EWOSE, EWOT
 - b. EPW, EWOSP, EWOP, EW
 - c. **EW, EPW, EWOP, EWOSE**
 - d. EIW, EPT, EWO, EOPSF
21. Which of the following image formats cannot be imported as a Sketch underlay image?
 - a. BMP
 - b. **ESX**
 - c. JPG
 - d. DWG

22. The online Sketch Gallery allows users to upload but not download Sketch Templates.
- True
 - False**
23. The Custom Staircase Defaults have the riser height default set to:
- 7¼"
 - 7½"**
 - 7¾"
 - 8"
24. The Keyboard shortcut to view the Sketch tab is:
- CTRL + C
 - CTRL + H
 - CTRL + S
 - CTRL + K**
25. This tool allows you to estimate “what if” scenarios within the same estimate that can printed out—but do not affect—the current estimates totals?
- Mark as Priced
 - Global Changes Wizard
 - Item Information
 - Item Scenario**
26. You can print a report with or without a sketch at the end of the report.
- True**
 - False
27. WOP is a variable to calculate the LF of:
- cabinets in a room
 - perimeter of walls in a room
 - wall opening perimeter**
 - reference area perimeter
28. Labor minimums can be applied or unapplied at the line item level.
- True**
 - False
29. The labor burden in Xactimate defaults to Restoration, Service, Remodel.
- True**
 - False
30. The payment tracker can be used to record payments for all coverages in an estimate, including Dwelling, Contents, and Other Structures.
- True**
 - False