

XACTWARE.  
TRAININGSERIES

**XACTIMATE<sup>®</sup>**

**28**

*Fundamentals Certification Prep Manual*

Xactware Technical Support  
[www.xactware.com](http://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](http://www.xactware.com/training) for more details on class availability.

#### ■ **Review the Xactimate 28 Training Workbook**

This 295-page workbook is a great resource to help prepare for the Level 1 Certification exam. Visit [www.xactware.com/store](http://www.xactware.com/store) to order a copy.

#### ■ **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](http://www.xactware.com) to schedule a class.

### Certification Benefits

Benefits of being a certified Xactimate user include:

- marketing yourself as one of the best Xactimate users in the business
- giving employers confidence that you are a certified Level 1 Xactimate user
- having the opportunity to be listed in the User Certification Directory
- receiving a Level 1 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 1 Certification Prep Exam—Xactimate Fundamentals

The certification exam for Xactimate Fundamentals verifies that the user has the foundational skills required to create an estimate from start to finish using Xactimate 28.

### 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 60–120 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 **30 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 **30 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 180 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 demonstrates understanding of the 4-step estimating process, connecting to XactAnalysis, downloading assignments, Projects tab, and Control Center.
- The user demonstrates understanding of Claim Information including: insured name, multiple addresses/ phone numbers, estimator/reference info, policy/claim info, deductible, price list, tax jurisdiction, activity defaults, overhead and profit, and company header.
- The user demonstrates understanding of Sketch windows, Tools, Search pane, Sketch workspace, Items section, View Tools, Plan View, Zoom to Selection, Zoom In, Zoom to Extents, Pan Tool, and 3-D View.

- The user demonstrates understanding of Room Features, such as Wall Handle, Wall Thickness, Interior/Exterior Dimensions, Room Properties, Ceiling Type/Height, Square Break Tool, Custom Staircase Tool, Doors, Windows, Click and Drag method, Deduct Openings, Missing Walls, and Basic Room Variables E, PF, W, WC, C PC.
- The user demonstrates understanding of Estimate Items, Quick Entry, Grouping, Search/Macros, Category code, Selector code, Activity, Description, Calculation, Unit Price, Unit of Measure, Click for Detail, Reference/Keyword Search, Home Link, Predictive Text.
- The user can complete and print an estimate in Xactimate.
- The user demonstrates understanding of marking an estimate “Completed,” required information, Print Options, View/Print Reports, Export/Email PDF File, and types of Estimate Reports.
- The user demonstrates understanding of Measurement View, Measurement Locks, Roof Annotations, Roof Tool, Roof Properties, Roof Types, such as Gable, Flat/Shed, Hip, Partial Hip, Dutch Hip, Half Hip, Gambrel, Barrel, Turret, Manual, Square Break Tool, Roof Overbuild, Roof Subgroup, and basic roof variables SQ, SF, P, R.
- The user demonstrates understanding of the Projects tab, Xactimate Help, Data Transfer, and Sharing/Copying Data such as estimates, price lists, and macros.
- The user demonstrates understanding of the three methods for updating prices, price list updates, and naming convention of a price list.

You may now proceed to the  
Level 1 Certification Prep Exam beginning on the next page.

## Certification Prep Exam Instructions

### Introduction

This section contains the instructions for the Level 1 Certification prep exam.

You must have the most recent version of Xactimate available during the exam. Upon completing the exam, you can 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 two estimates in Xactimate—one interior estimate and one roof estimate—that will be used to answer the questions in the Practical Exam. These estimates include a sketch and an estimate scope.
- **Practical Exam:** you will be required to answer 30 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.

*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)

You must complete this Practical Lab 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. When you are taking the actual certification exam, you will not be able to see the Practical Lab instructions once you begin the Practical Exam; you will be solely reliant on the estimate that you created in Xactimate to answer the 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

### Weston Sketch

**Scenario:** A fire occurred in the Weston's home. The fire began in the Kitchen, causing significant smoke and water damage throughout the home.

**Instructions:** For the interior estimate, open a new project in Xactimate and name it WESTON, followed by your initials; for example, WESTON-JMS. 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.
- The Tile reference area in the Living Room measures 5' x 3'.

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.

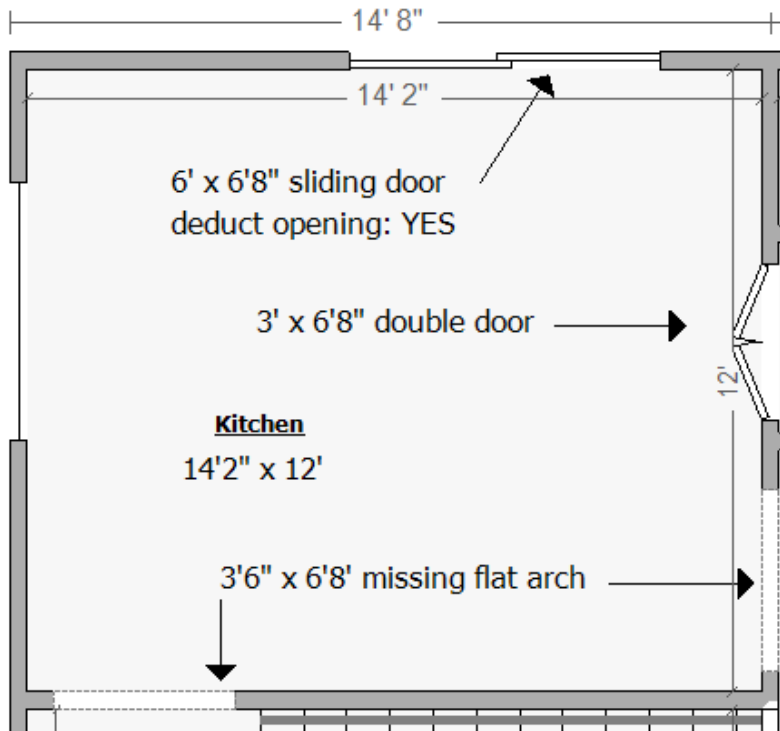
Pay close attention to the room details and notes found on the Sketch diagram.

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

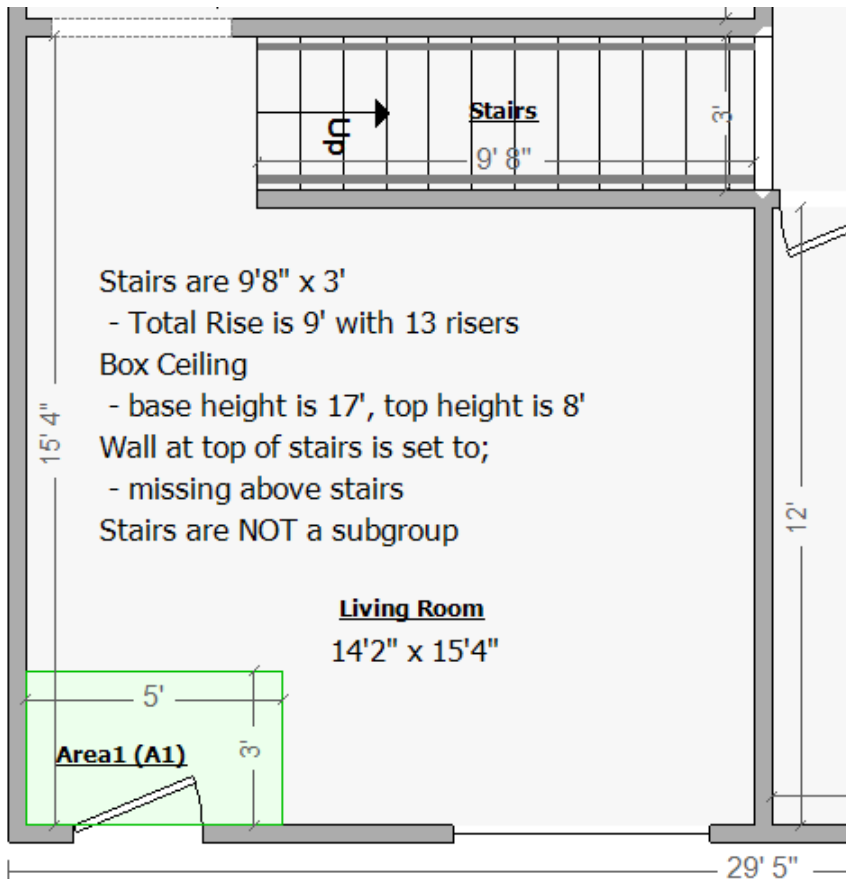
*Sketch Overview*



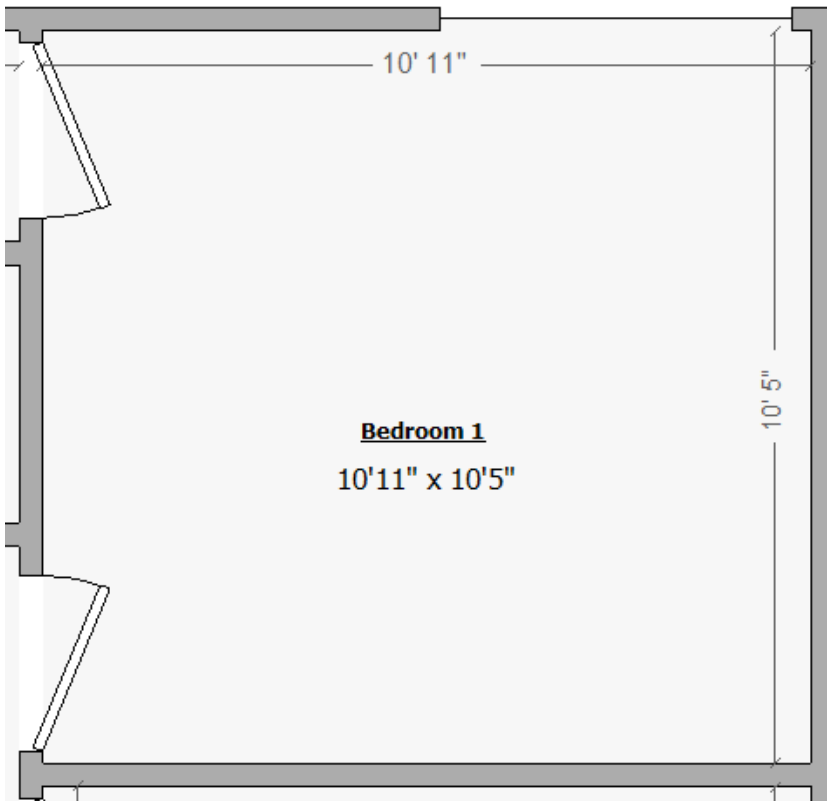
*Kitchen*



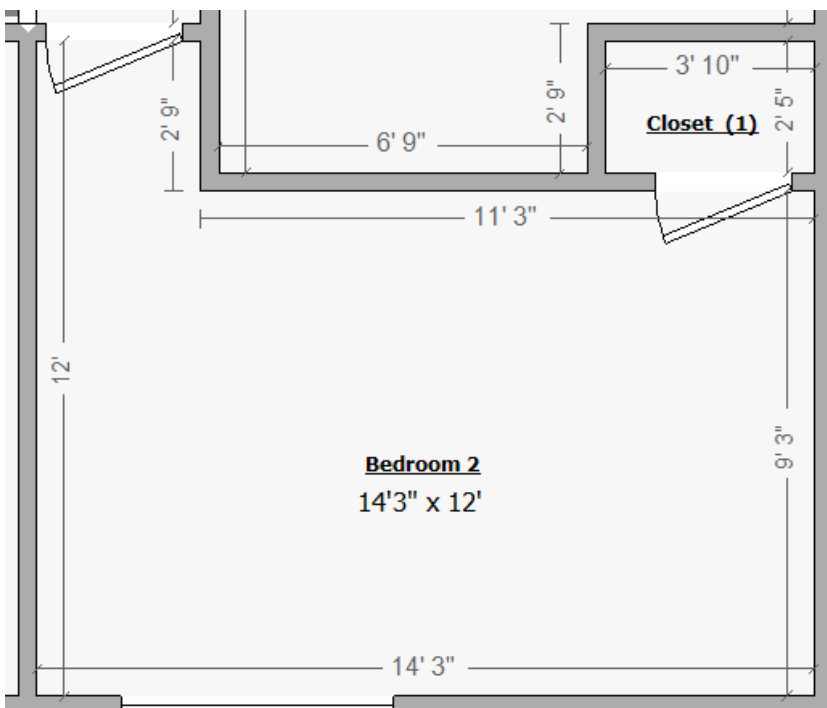
*Living Room*



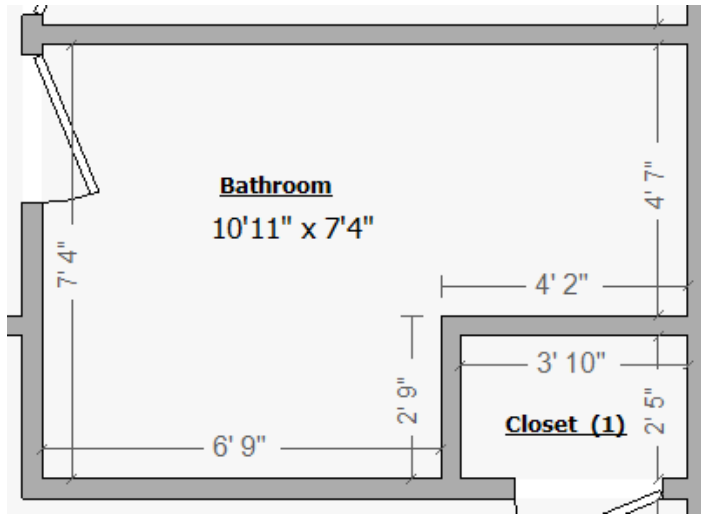
**Bedroom 1**



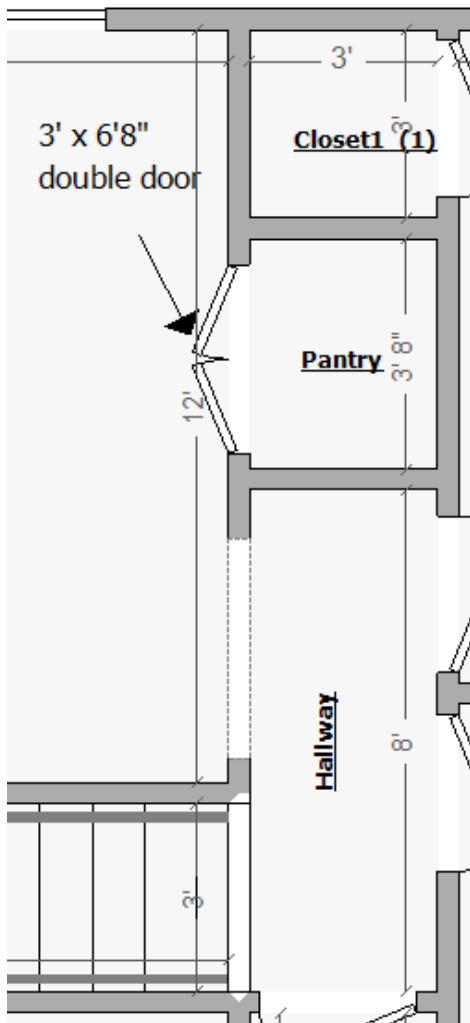
**Bedroom 2**



**Bathroom**



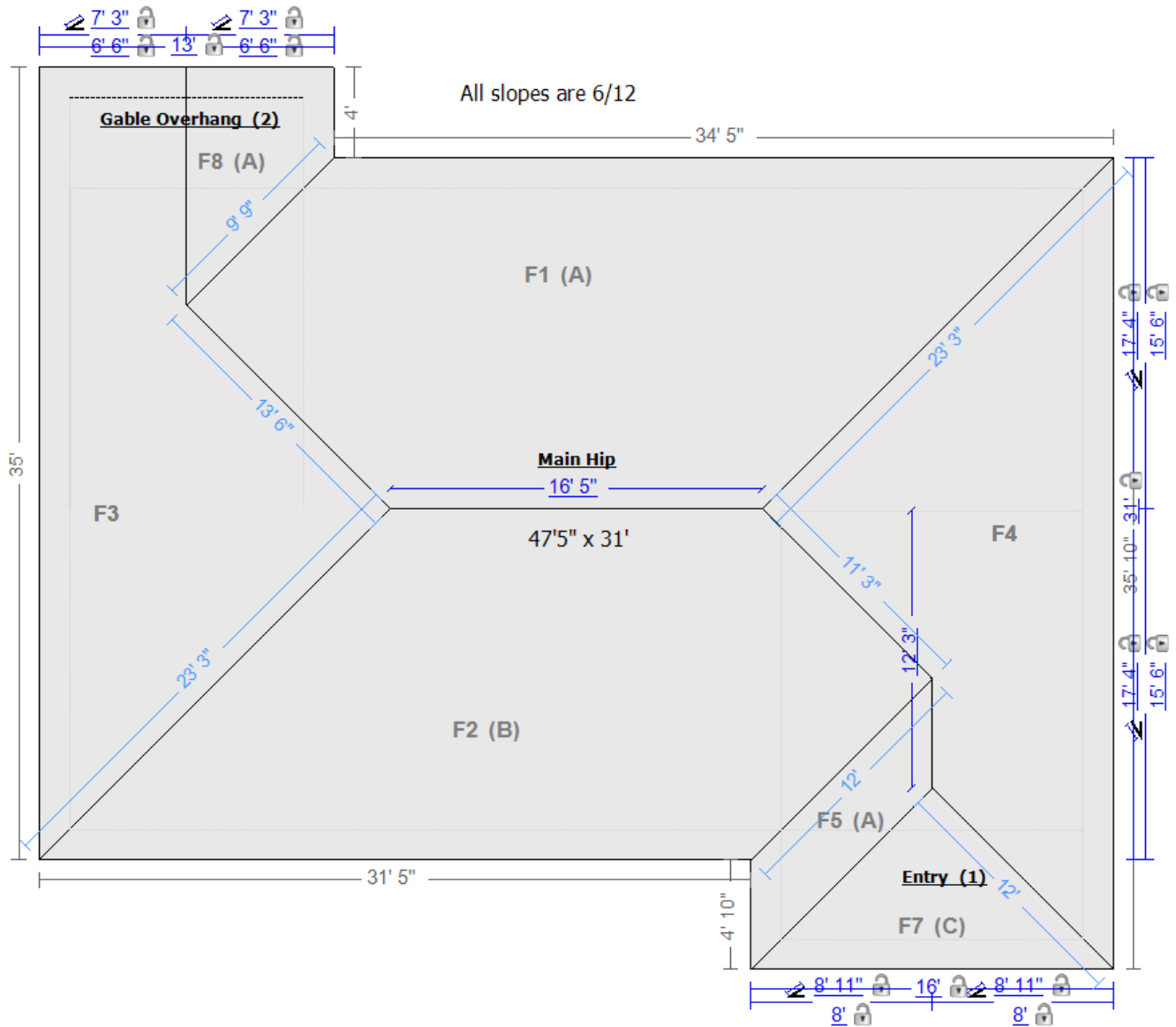
**Hall/Closet/Pantry**



## Roof Sketch

**Instructions:** For the roof estimate, open a new project in Xactimate and name it L1-ROOF, followed by your initials; for example, L1-ROOF-JMS. Go directly to Sketch. Choose the UTOR8X\_AUG13 price list, if prompted. Leave all Sketch properties at the default setting unless otherwise specified.

### Roof Overview



## Practical Lab—Scope

### Scope Lab Overview

Now that you have completed the Weston Sketch, use Estimate Items in Xactimate to enter the line items. Pay close attention to the following details:

- All line items should be added through Estimate Items in Xactimate.
- All subrooms (subgroups) should be included with the main area of the room when calculating quantities unless otherwise specified in the scope notes.
- All items are of average grade quality unless otherwise specified.

**Instructions:** Enter the following in the Claim Info tab for the WESTON interior estimate:

- UTOR8X\_AUG13
- 6.85% Tax rate
- 10% O&P
- \$750 Deductible – across all coverages

**Instructions:** Enter the following line items in Estimate Items:

#### *Kitchen*

1. Remove and Replace ½" drywall - hung, taped, floated, ready for paint on the walls and ceiling.
2. Seal then paint the walls and ceiling (2 coats).
3. Remove and Replace 3 high grade light fixtures.
4. Remove and Replace 2 ¼" baseboard around the perimeter of the floor minus 12 LF.
5. Paint the baseboard - 2 coats - around the perimeter of the floor minus 12 LF.
6. Clean (heavy) both sides of the patio door (sliding glass).
7. Clean door w/detail both sides of the pantry door.
8. Clean (heavy) both sides of the window (10–20 SF).
9. Tear out non-salv. vinyl and underlay cut and bag for disposal on the floor.
10. Replace underlayment - ½" particle board for the vinyl flooring on the floor.
11. Replace vinyl floor covering (sheet goods) on the floor (add 10% waste using the Waste tool).

#### *Hallway*

1. Clean the walls and ceiling.
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling.
3. Paint the chair rail - 2 coats - around the perimeter of the floor.
4. Paint baseboard - 2 coats - around the perimeter of the floor.
5. Clean (heavy) 2 light fixtures.
6. Clean 1 smoke detector.
7. Remove and Replace carpet pad from the floor.
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool).

### ***Bedroom 1***

1. Clean the walls and ceiling.
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling.
3. Paint the chair rail - 2 coats - around the perimeter of the floor.
4. Paint baseboard - 2 coats - around the perimeter of the floor.
5. Clean door w/detail both sides of the door.
6. Clean (heavy) both sides of the window (10–20 SF).
7. Remove and Replace carpet pad from the floor.
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool).

### ***Bedroom 2***

1. Clean the walls and ceiling.
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling.
3. Paint the chair rail - 2 coats - around the perimeter of the floor.
4. Paint baseboard - 2 coats - around the perimeter of the floor.
5. Clean door w/detail both sides of the door.
6. Clean (heavy) both sides of the window (10–20 SF).
7. Remove and Replace carpet pad from the floor.
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool).

### ***Bathroom***

1. Clean the walls and ceiling minus 16 SF.
2. Seal then paint (2 coats, 2 colors) the walls and ceiling.
3. Detach and reset 1 interior door lockset.
4. Paint baseboard - 2 coats - around the perimeter of the floor minus 8 LF.
5. Clean (heavy) the floor minus 21 SF.

### ***Living Room***

1. Clean the walls and ceiling.
2. Seal/prime then paint (2 coats) the walls and ceiling.
3. Clean both sides of the door.
4. Clean the door hardware.
5. Clean both sides of the window (10-20 SF).
6. Paint the crown molding - 2 coats - around the perimeter of the ceiling.
7. Paint the chair rail - 2 coats - around the perimeter of the room.
8. Paint the baseboard - 2 coats - around the perimeter of the floor.
9. Remove and Replace carpet pad on the floor minus the Tile area.
10. Remove and Replace carpet on the floor minus the Tile area (add 15% waste to the replacement line item only).

**Instructions:** Enter the following in the Claim Info tab for the L1-ROOF estimate:

- UTOR8X\_AUG13
- 6.85% Tax rate
- 0% O&P
- \$750 Deductible – across all coverages

### **Roof**

1. Remove and Replace laminated - comp. shingle rfg. - w/felt on the entire roof.
2. Remove and Replace sheathing - plywood - 1/2" CDX on the entire roof.
3. Replace 4 roof vents - turtle type - metal - on the roof.
4. Remove and Replace 2 pipe jacks - flashing - on the roof.
5. Remove and Replace valley metal in the valleys of the roof.
6. Replace drip edge around the perimeter of the entire 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 30 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).

***You may now begin.***

#### ***Section 1 of 7: Build an Interior Sketch***

1. What is the square footage of floor in the Kitchen? \_\_\_\_\_
2. What is the square footage of floor in Bedroom 1? \_\_\_\_\_
3. What is the square footage of floor in Bedroom 2? \_\_\_\_\_
4. What is the square footage of floor in the Hall? \_\_\_\_\_
5. What is the square footage of floor in the Bathroom? \_\_\_\_\_

#### ***Section 2 of 7: Identify Interior Sketch Settings***

6. What is the square footage of walls and ceiling in the Living Room? \_\_\_\_\_
7. What is the square footage of walls and ceiling in the Kitchen? \_\_\_\_\_
8. What is the square footage of walls and ceiling in Bedroom 1? \_\_\_\_\_
9. What is the square footage of walls and ceiling in Bedroom 2? \_\_\_\_\_
10. What is the square footage of walls and ceiling in the Hall? \_\_\_\_\_

#### ***Section 3 of 7: Build a Roof Sketch***

11. What is the total number of squares on the Roof? \_\_\_\_\_
12. What is the total hip length on the Roof? \_\_\_\_\_

***Section 4 of 7: Interior Scope Line Items***

- 13. What is the total RCV amount to seal/prime then paint the walls and ceiling in the Kitchen? \_\_\_\_\_
- 14. What is the total RCV amount to remove and replace the baseboard in the Kitchen? \_\_\_\_\_
- 15. What is the unit price to clean the light fixtures in the Hall? \_\_\_\_\_
- 16. What is the total RCV amount to paint the baseboard in Bedroom 1? \_\_\_\_\_
- 17. What is the unit price to paint the chair rail in Bedroom 1? \_\_\_\_\_
- 18. What is the unit price to clean the door w/detail in Bedroom 2? \_\_\_\_\_
- 19. What is the total RCV amount of carpet being replaced in Bedroom 2 including the Closet? \_\_\_\_\_
- 20. What is the unit price to clean the window unit in Bedroom 2? \_\_\_\_\_
- 21. What is the total RCV amount to paint the crown molding in the Living Room? \_\_\_\_\_

***Section 5 of 7: Roof Scope Line Items***

- 22. How many squares of shingles were replaced on the entire Roof? \_\_\_\_\_
- 23. What is the unit price for valley metal on the Roof? \_\_\_\_\_
- 24. What is the total RCV amount of sheathing on the Roof? \_\_\_\_\_
- 25. What is the total RCV amount of roof vents being replaced on the Roof? \_\_\_\_\_

***Section 6 of 7: Pricing Line Items & Reports***

- 26. What is the Line Item Total amount for the Weston Estimate? \_\_\_\_\_
- 27. What is the Material Sales Tax amount for the Weston Estimate? \_\_\_\_\_
- 28. What is the total Net Claim amount for the Weston Estimate? \_\_\_\_\_

***Section 7 of 7: Pricing Line Items & Reports for Small Roof Estimate***

- 29. What is the Line Item Total amount for the roof estimate? \_\_\_\_\_
- 30. What is the Net Claim amount for the roof estimate? \_\_\_\_\_

## Knowledge Exam

### Knowledge Exam Overview

The Knowledge Exam section tests your knowledge of basic functionality in Xactimate.

When you take this portion of the actual Certification exam online, this section is timed.

The actual Certification exam includes 30 questions; this practice exam provides you with 25 multiple-choice questions.

**Instructions:** Circle the correct answer below.

1. Which of the following functions can you perform in the User Preferences tab of the Control Center?
  - a. Sketch an entire floor plan
  - b. Add multiple line items
  - c. Set default settings
  - d. Duplicate a project
2. The Control Center Dashboard allows you to name and add a new project.
  - a. True
  - b. False
3. If you make a change in the Control Center preferences, all past, present, and future estimates will be affected.
  - a. True
  - b. False
4. A model statement can only be used as an opening statement.
  - a. True
  - b. False
5. You can only access the Help menu from the Xactimate Control Center.
  - a. True
  - b. False
6. You have the ability to duplicate a project from the Projects tab.
  - a. True
  - b. False
7. To mark an estimate Complete, you must fill out required data in the Claim Info tab.
  - a. True
  - b. False
8. You can create your own type of loss in an estimate or choose from an existing list.
  - a. True
  - b. False

9. Where do you specify the tax jurisdiction in an estimate?
  - a. Insured Info
  - b. Coverage/Loss
  - c. Parameters
  - d. Loss Recap
  
10. Which Sketch tool is helpful to use when focusing in on a particular section of the sketch?
  - a. Zoom Tool
  - b. Pan Tool
  - c. Walk-through Mode
  - d. 3D
  
11. In Sketch, it is possible to see measurements for all rooms simultaneously.
  - a. True
  - b. False
  
12. How many actions can the Undo button undo in Sketch?
  - a. 3
  - b. 5
  - c. 7
  - d. Unlimited
  
13. Which of the following is not a room variable?
  - a. PF
  - b. WC
  - c. SF
  - d. F
  
14. Which of the following is a reference area variable?
  - a. PF
  - b. WC
  - c. SF
  - d. F
  
15. In Estimate Items, to re-organize folders or rooms in the Grouping pane, you drag and drop the folder or room to its new position.
  - a. True
  - b. False
  
16. When you create a room in Sketch, it appears in the Grouping pane.
  - a. True
  - b. False
  
17. This search method allows you to click on items found in a picture.
  - a. Keyword Search
  - b. Reference Search
  - c. Related Items Search
  - d. Similar Items Search

18. If you change the activity of a line item, the \_\_\_\_\_ also changes.
- Description
  - Calculation
  - Coverage
  - Unit Price

19. Draw lines to match the following line item activities to their correct activity codes.

| <u>Description</u>    | <u>Activity Code</u> |
|-----------------------|----------------------|
| a. Replace            | M                    |
| b. Remove and Replace | R                    |
| c. Material Only      | +                    |
| d. Detach and Reset   | &                    |

20. What is the default price list calculation for the line item FNCCHR?

- PC
- LF
- W
- PF

21. Rooms created in Sketch cannot be deleted from the Grouping pane in Estimate Items. They must be deleted directly from Sketch.

- True
- False

22. A simple way to change the order of line items in the line items section of the Estimate Items tab is to:

- Drag and drop the item
- Right click and choose Re-organize
- Double click on the item
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23. Which of the following reports allow you to track estimate ownership and activity?

- Abbreviated Report
- Component Report
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24. The Price List Smartlist allows you to:

- Add, edit, or delete a price list
- Add, open, or change the name of a price list
- Add, duplicate, or sketch a price list
- Add, edit, or play music through a price list

25. Draw a line to match the 4-Step Estimating Process in Xactimate to its correct order.

| <u>Description</u> | <u>Steps</u> |
|--------------------|--------------|
| Complete/Print     | 1            |
| Claim Info         | 2            |
| Estimate Items     | 3            |
| Sketch             | 4            |

## Scope Lab—Answer Key

### Interior Estimate

#### *Kitchen*

1. Remove and Replace ½" drywall - hung, taped, floated, ready for paint on the walls and ceiling. **DRY 1/2 (&) (WC)**
2. Seal then paint the walls and ceiling (2 coats). **PNT SP (+) (WC)**
3. Remove and Replace 3 High grade light fixtures. **LIT AV+ (&) (3)**
4. Remove and Replace 2 ¼" baseboard around the perimeter of the floor minus 12 LF. **FNC B (&) (PF-12)**
5. Paint the baseboard - 2 coats - around the perimeter of the floor minus 12 LF. **PNT B2 (+) (PF-12)**
6. Clean (heavy) both sides of the patio door (sliding glass). **CLN PDOR+ (+) (2)**
7. Clean door w/detail both sides of the pantry door. **CLN DOR+ (+) (2)**
8. Clean (heavy) both sides of the window (10–20 SF). **CLN WD+ (+) (2)**
9. Tear out non-salv. Vinyl and underlay cut and bag for disposal on the floor. **WTR FCVUV (-) (F)**
10. Replace underlayment - ½" particle board for the vinyl flooring on the floor. **FCV UL1/2 (+) (F)**
11. Replace Vinyl floor covering (sheet goods) on the floor (add 10% waste using the Waste tool). **FCV AV (+) (F\*1.10)**

#### *Hallway*

1. Clean the walls and ceiling. **CLN AV (+) (WC)**
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling. **PNT SP+ (+) (WC)**
3. Paint the chair rail - 2 coats - around the perimeter of the floor. **PNT CHR2 (+) (PF)**
4. Paint baseboard - 2 coats - around the perimeter of the floor. **PNT B2 (+) (PF)**
5. Clean (heavy) 2 light fixtures. **CLN LITH (+) (2)**
6. Clean 1 smoke detector. **CLN SMOKE (+) (1)**
7. Remove and Replace carpet pad from the floor. **FCC PAD (&) (F)**
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool). **FCC AV (&) (F\*1.15)**

#### *Bedroom 1*

1. Clean the walls and ceiling. **CLN AV (+) (WC)**
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling. **PNT SP+ (+) (WC)**
3. Paint the chair rail - 2 coats - around the perimeter of the floor. **PNT CHR2 (+) (PF)**
4. Paint baseboard - 2 coats - around the perimeter of the floor. **PNT B2 (+) (PF)**
5. Clean door w/detail both sides of the door. **CLN DOR+ (+) (2)**
6. Clean (heavy) both sides of the window (10–20 SF). **CLN WD+ (+) (2)**
7. Remove and Replace carpet pad from the floor. **FCC PAD (&) (F)**
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool). **FCC AV (&) (F\*1.15)**

#### *Bedroom 2*

1. Clean the walls and ceiling. **CLN AV (+) (WC)**
2. Seal/prime then paint (2 coats, 2 colors) the walls and ceiling. **PNT SP+ (+) (WC)**
3. Paint the chair rail - 2 coats - around the perimeter of the floor. **PNT CHR2 (+) (PF)**
4. Paint baseboard - 2 coats - around the perimeter of the floor. **PNT B2 (+) (PF)**
5. Clean door w/detail both sides of the door. **CLN DOR+ (+) (2)**
6. Clean (heavy) both sides of the window (10–20 SF). **CLN WD+ (+) (2)**
7. Remove and Replace carpet pad from the floor. **FCC PAD (&) (F)**
8. Remove and Replace carpet on the floor (add 15% waste using the Waste tool). **FCC AV (&) (F\*1.15)**

### ***Bathroom***

1. Clean the walls and ceiling minus 16 SF. **CLN AV (+) (WC-16)**
2. Seal then paint (2 coats, 2 colors) the walls and ceiling. **PNT SP+ (+) (WC)**
3. Detach and reset 1 interior door lockset. **FNH DORHRS (+) (1)**
4. Paint Baseboard - 2 coats - around the perimeter of the floor minus 8 LF. **PNT B2 (+) (PF-8)**
5. Clean (heavy) the floor minus 21 SF. **CLN F+ (+) (F-21)**

### ***Living Room***

1. Clean the walls and ceiling. **CLN AV (+) (WC)**
2. Seal/prime then paint (2 coats) the walls and ceiling. **PNT SP (+) (WC)**
3. Clean both sides of the door. **CLN DOR (+) (2)**
4. Clean the door hardware. **CLN DORH (+) (1)**
5. Clean both sides of the window (10-20 SF). **CLN WD (+) (2)**
6. Paint the crown molding - 2 coats - around the perimeter of the ceiling. **PNT CWN2 (+) (PC)**
7. Paint the chair rail - 2 coats - around the perimeter of the room. **PNT CHR2 (+) (PF)**
8. Paint the baseboard - 2 coats - around the perimeter of the floor. **PNT B2 (+) (PF)**
9. Remove and Replace carpet Pad on the floor minus the Tile area. **FCC PAD (&) (F-SFA1)**
10. Remove and Replace carpet on the floor minus the Tile area (add 15% waste using the Waste tool).  
**FCC AV (&) ((F-SFA1)\*1.15)**

### **Roof Estimate**

#### ***Roof***

1. Remove and Replace Laminated - comp. shingle rfg. - w/felt on the entire roof. **RFG 300 (&) (SQ)**
2. Remove and Replace sheathing - plywood - 1/2" CDX on the entire roof. **RFG SH1/2 (&) (SF)**
3. Replace 4 roof vents - turtle type - metal - on the roof. **RFG VENTT (+) (4)**
4. Remove and Replace 2 pipe jacks - flashing - on the roof. **RFG FLPIPE (&) (2)**
5. Remove and Replace valley metal in the valleys of the roof. **RFG VMTL (&) (VAL)**
6. Replace drip edge around the perimeter of the entire roof. **RFG DRIP (+) (P)**

## **Practical Exam—Answer Key**

### ***Section 1 of 7: Build an Interior Sketch***

1. What is the square footage of floor in the Kitchen? **170 SF**
2. What is the square footage of floor in Bedroom 1? **122.72 SF**
3. What is the square footage of floor in Bedroom 2? **149.33 SF**
4. What is the square footage of floor in the Hall? **24 SF**
5. What is the square footage of floor in the Bathroom? **68.60 SF**

### ***Section 2 of 7: Identify Interior Sketch Settings***

6. What is the square footage of walls and ceiling in the Living Room? **607.63 SF**
7. What is the square footage of walls and ceiling in the Kitchen? **503.27 SF**
8. What is the square footage of walls and ceiling in Bedroom 1? **560.05 SF**
9. What is the square footage of walls and ceiling in Bedroom 2? **669.33 SF**
10. What is the square footage of walls and ceiling in the Hall? **180.47 SF**

**Section 3 of 7: Build a Roof Sketch**

11. What is the total number of squares on the Roof? **17.88 SQ**
12. What is the total hip length on the Roof? **95.25 LF**

**Section 4 of 7: Interior Scope Line Items**

13. What is the total RCV amount to seal/prime then paint the walls and ceiling in the Kitchen? **\$368.57**
14. What is the total RCV amount to remove and replace the baseboard in the Kitchen? **\$66.27**
15. What is the unit price to clean the light fixtures in the Hall? **\$7.95**
16. What is the total RCV amount to paint the baseboard in Bedroom 1? **\$51.65**
17. What is the unit price to paint the chair rail in Bedroom 1? **\$.78**
18. What is the unit price to clean the door w/detail in Bedroom 2? **\$6.08**
19. What is the total RCV amount of carpet being replaced in Bedroom 2 including the Closet? **\$667.30**
20. What is the unit price to clean the window unit in Bedroom 2? **\$11.76**
21. What is the total RCV amount to paint the crown molding in the Living Room? **\$57.54**

**Section 5 of 7: Roof Scope Line Items**

22. How many squares of shingles were replaced on the entire Roof? **18 SQ**
23. What is the unit price for valley metal on the Roof? **\$3.97 LF**
24. What is the total RCV amount of sheathing on the Roof? **\$3466.32**
25. What is the total RCV amount of roof vents being replaced on the Roof? **\$157.33**

**Section 6 of 7: Pricing Line Items & Reports**

26. What is the Line Item Total amount for the Weston Estimate? **\$7103.83**
27. What is the Material Sales Tax amount for the Weston Estimate? **\$204.40**
28. What is the total Net Claim amount for the Weston Estimate? **\$8019.83**

**Section 7 of 7: Pricing Line Items & Reports for Small Roof Estimate**

29. What is the Line Item Total amount for the roof estimate? **\$8053.59**
30. What is the Net Claim amount for the roof estimate? **\$7533.97**

## Knowledge Exam—Answer Key

1. Which of the following functions can you perform in the User Preferences tab of the Control Center?
  - a. Sketch an entire floor plan
  - b. Add multiple line items
  - c. **Set default settings**
  - d. Duplicate a project
2. The Control Center Dashboard allows you to name and add a new project.
  - a. **True**
  - b. False

3. If you make a change in the Control Center preferences, all past, present, and future estimates will be affected.
  - a. True
  - b. False**
4. A Model Statement can only be used as an Opening Statement.
  - a. True
  - b. False**
5. You can only access the Help menu from the Xactimate Control Center?
  - a. True
  - b. False**
6. You have the ability to duplicate a project from the Projects tab.
  - a. True**
  - b. False
7. To mark an estimate Complete, you must fill out and populate required data in the Claim Info tab.
  - a. True**
  - b. False
8. You can create your own Type of Loss in an estimate or choose from an existing list.
  - a. True**
  - b. False
9. Where do you specify the Tax Jurisdiction in an estimate?
  - a. Insured Info
  - b. Coverage/loss
  - c. Parameters**
  - d. Loss Recap
10. Which Sketch tool is helpful to use when focusing in on a particular section of the sketch?
  - a. Zoom Tool**
  - b. Pan Tool
  - c. Walk-through Mode
  - d. 3D
11. In Sketch it is possible to see measurements for all rooms simultaneously.
  - a. True**
  - b. False
12. How many actions can the Undo button undo in Sketch?
  - a. 3
  - b. 5**
  - c. 7
  - d. Unlimited

13. Which of the following is not a room variable?  
 a. PF  
 b. WC  
**c. SF**  
 d. F
14. Which of the following is a reference area variable?  
 a. PF  
 b. WC  
**c. SF**  
 d. F
15. In Estimate Items, to re-organize folders or rooms in the Grouping pane, you drag and drop the folder or room to its new position.  
**a. True**  
 b. False
16. When you create a room in Sketch, it appears in the Grouping pane.  
**a. True**  
 b. False
17. This search method allows you to click on items found in a picture.  
 a. Keyword Search  
**b. Reference Search**  
 c. Related Items Search  
 d. Similar Items Search
18. If you change the activity of a line item, the \_\_\_\_\_ also changes.  
 a. Description  
 b. Calculation  
 c. Coverage  
**d. Unit Price**
19. Draw lines to match the following line item activities to its correct activity code.
- | <u>Description</u>    | <u>Activity Code</u> |
|-----------------------|----------------------|
| a. Replace            | M                    |
| b. Remove and Replace | R                    |
| c. Material Only      | +                    |
| d. Detach and Reset   | &                    |
20. What is the default price list calculation for the line item FNCCHR?  
 a. PC  
 b. LF  
 c. W  
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