

Preparing for the Certification Examinations

The Certification Examinations are given by ASPE throughout the country in March, July (at Convention only) and in November, each year. Those of you, who are about to take the examination need to prepare for the examination. Start by reviewing the Certification Program Guide "(Specifications)". Take the sample GEK Examination and consult with your Chapter Certification Chair or your National Certification Board Representative if you have any questions. There are certain keys to success in taking the examination; the most important is to know what is expected of you. Here are some points to remember.

What to bring to the Examinations

You are allowed to bring a calculator and scratch paper, but not scales to the GEK Examination. However, at the DST Examination you should bring a calculator, scratch paper and scales (scales may not be required as all dimensions should be given on the plans provided). Because the DST Examination is eight (8) hours, it is recommended that you arrange with your proctor specific time for breaks (lunch) and refreshments. Remember these breaks are NOT part of the examination time.

Pace Yourself

The General Estimating Examination (GEK) is comprised of approximately 500 questions, multiple choice and true/false, and you only have four (4) hours in which to take the examination. Do not get hung-up on the questions for which you don't have the answers. Remember a passing grade is 70%. This means you can be wrong on 150 answers and still pass. Complete the examination. Ask the Proctor before the examination begins to allow time after the exams for writing your comments. If you have comments regarding any of the questions, note the number of the question and go back after the allotted time period to write down your comments. Do not use your examination time to write down your comments. Comments helpful in two ways: first, they may help you to gain points in the case your score falls really close to a pass/fail grade and second, your comments help in updating and revising the examination.

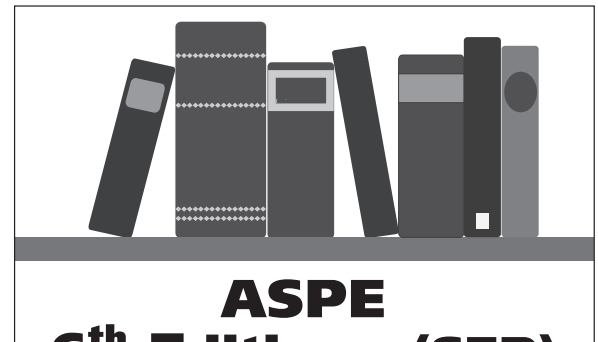
Know What the Examinations are About - General Estimating Knowledge (GEK)

The GEK examination is a test of your project management and business knowledge. If you are a general contracting estimator/project manager, this should not be a difficult examination. Subcontractors, and estimators who do not have project management experience should review the suggested references.

Discipline Specific Test (DST)

The DST Examination is a test of your knowledge of your discipline and consists of two parts. The first part is general multiple choice, true/false questions specific to your discipline. The second part is comprised of problems that are mini-estimates to the specific discipline. The problems consist of a narrative and a plan and you are asked to calculate quantities and costs based on the information provided. Remember that the answers "build" on each other, so if you do not find the answer in the given choices, consider you may have made an error in a previous calculation. Remember to make comments on the comment sheets provided. Ask the Proctor to allow time after the exams for writing your comments.

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Read the Directions Carefully

There are worksheets, quantity survey sheets and estimate detail sheets that can be used along with your own scratch paper to calculate answers. Be very careful to use the correct labeled answer sheet for each problem. Make sure that you have filled out the appropriate candidate information on the answer sheets, this information is important in identifying each candidate when grading the examinations. Ask your Proctor if you are not sure with any procedures. You will need a Number 2 pencil to fill in the answer sheets, be sure to bring a two or three.

General Testing Rules

Remember who wrote the examination, when you have question regarding the correct answer. Construction estimators wrote the examination; so don't get hung-up on semantics.

Certification Program References

Certification Program Guide
General Estimating Knowledge
Instructions for the Examinee
Discipline Specific Test
GEK Study Guide – Order Form
Standard Estimating Practice Manual

Additional References

AIA 201 General Conditions
OSHA Safety Manual
