

# Reference, Materials and Procedures for the Illinois Land Surveyor Examinations

2009-2010

Each candidate is responsible for knowing and adhering to these rules regulating the administration of the Illinois Land Surveyor Examinations. Read all of the following information carefully. Failure to follow these rules can result in immediate dismissal and disqualification from these examinations.

Three examinations are required for licensure as a professional land surveyor in Illinois:

1. The Fundamentals of Land Surveying Examination
2. The Principles and Practices of Land Surveying Examination
3. The Illinois Land Surveying Jurisdictional Examination

All three examinations are administered in April and October of each year. Specific dates for the next scheduled examinations are enclosed with this candidate information.

## Fundamentals of Land Surveying

This is a 170-item, eight-hour **closed** book examination. It covers the mathematical and calculating skills required for surveying, survey law and mapping history, communication skills, analysis and records, land development principles, and survey procedures.

## Principles and Practice of Land Surveying

This is a 100-item, six-hour, **open** book examination. It covers project management (12%), research (7%), measurements and locations (32%), computations and analysis (17%), legal principles and reconciliation (16%), land planning and design (3%), and documentation and land information systems (13%).

Each candidate may bring up to eight (8) reference books to use during this examination. *All references must be printed entirely in the English language.* References may include textbooks, handbooks and other commercially printed and bound reference materials.

References **MAY NOT** include solution manuals, seminar notes or handouts, sample examination questions with solutions, writing tablets, unbound tables or notes. ***EACH OF THESE ITEMS IS PROHIBITED IN THE EXAMINATION ROOM.***

Sufficient paper for scratch work is provided. All notes and scratch paper must be collected at the end of each examination session. Candidates **MAY NOT** use their own supplies for scratch work during the examination or remove such materials from the examination room.

Candidates **MAY NOT** exchange or share reference materials or any other information during the examination.

## NCEES Specifications Available

Specifications for the NCEES Fundamentals of Land Surveying examination and the Principles and Practices of Land Surveying examination are available from the NCEES Web site at [www.ncees.org](http://www.ncees.org) or by calling the NCEES toll free at 1-800-250-3196. The specifications are provided only through NCEES.

## Illinois Land Surveying Jurisdictional Examination

### Content Outline

This is a two-hour, 65-item, **closed** book examination. It is designed to assess each candidate's knowledge of Illinois law, regulations and practices related to public protection issues. The examination covers the following content areas:

1. Conveyances	6-7 items
2. Plats	8-9 items
3. Federal Instructions & Public Land Survey System	10-11 items
4. Surveys & Legal Descriptions	9-10 items
5. Cities & Counties	4-6 items
6. Records, Recorders, Civil Procedure & Revenue	4-6 items
7. Roads, Bridges & Fences	4-6 items
8. Professions, Occupations & Standards of Practice	2-4 items
9. Special Districts & Natural Resources	2-4 items
10. Canals, Waterways & Drainage	2-4 items

### Study Materials

1. *2008 Illinois Compiled Statutes and Administrative Rules for the Practice of Professional Land Surveying in the State of Illinois.* IPLSA.
2. *ALTA/ACSM Minimum Standard Detail Requirements.* [www.acsm.net/alta.html](http://www.acsm.net/alta.html)
3. *Federal Instructions for Surveys of the Public Lands from 1785-1843.* IPLSA
4. *Manual of Instructions for the Survey of Public Lands of the United States, 1973.* U.S. Department of the Interior, Bureau of Land Management, Technical Bulletin 6.
5. *Rules for the Administration of the Professional Land Surveyor Act of 1989.* In IPLSA reference #1 above and available at [www.idfpr.com](http://www.idfpr.com).
6. *Restoration of Lost or Obliterated Corners, 1883-1974.* Reprinted 1977, Carben Surveying Reprints. Distributed by Land Surveyor's Publications, Spruce Pine, NC at 800-533-4387 or [www.landsurveys.com](http://www.landsurveys.com).
7. Wattles, Gurdon H., *Writing Legal Descriptions in Conjunction with Survey Boundary Control*, 1979. Distributed by Land Surveyor's Publications, Spruce Pine, NC at 800-533-4387 or [www.landsurveys.com](http://www.landsurveys.com).
8. Webber, Joe D. *Early Public Land Surveys in the Northwest Territory and Procedures for the Retracement of Original Government Surveys in Illinois.* 1981.

Most of these references and information about refresher courses are available from:

**Illinois Professional Land Surveyors Association (IPLSA)**

PO Box 5627, Springfield, IL 62705-5627

Phone: 217/498-8102

Fax: 217/528-3053

Website: [www.iplsa.org](http://www.iplsa.org)

## Other Regulations for Administering Land Surveyor Examinations

### Examination Security

1. By registering for this examination, each candidate acknowledges and accepts the responsibility to maintain the security of these examinations by neither copying nor divulging any questions, answers or solutions to any part of these tests, including any drawings or notes made with reference to these examinations.
2. Any breach of examination security is grounds for disciplinary action by the Illinois Department of Professional Regulation.

### Photo Identification Required

Each candidate must present a photo ID and a valid admission notice to be admitted to any of these examinations. Only a valid Driver's License, Secretary of State ID card, or a current passport is acceptable as photographic identification. If the name on the photo ID does not match the name on the admission notice, proof of legal name change also must be presented before the candidate can be admitted to an examination.

### Materials Prohibited during Examinations

1. Any devices or materials that might compromise the security of these examinations ARE PROHIBITED. All such devices or materials found during an examination may be checked by examination security personnel and confiscated pending any investigation or action regarding possible threats to the security of these tests.
2. Communicating devices such as pagers, beepers, cellular telephones or other electronic instruments that may disturb or distract candidates ARE PROHIBITED, including electronic watches with set alarms.
3. Smoking and the consumption of food and drink ARE PROHIBITED in the examination room.
4. Luggage, boxes or cases ARE PROHIBITED in the examination room.
5. Laptop computers and all calculators other than those specified below ARE PROHIBITED in the examination room.

### Calculators Permitted during Examinations

Only calculator models that are listed as approved for this test on the NCEES Web site ([www.ncees.org](http://www.ncees.org)) are permitted during the test. No candidate will be allowed to use any calculator that is not designated on the NCEES Web site as approved. No calculators will be available or provided to any candidate who brings a calculator to the test that is not on the approved list at [www.ncees.org](http://www.ncees.org).

### Special Accommodations

Any candidate who needs special accommodations in test-taking procedures because of a disabling condition must communicate that need in writing with his or her application for each test date. No such accommodations can be arranged on the day of an examination.

**Marking Answer Sheets** All answers must be recorded using the mechanical pencil that is provided by the NCEES. No other writing instruments are permitted in the examination. Sketches, notes, calculations and other writing in test books or on scratch paper are NOT considered part of an answer and are NOT inspected or graded. However, all such materials MUST be turned in at the end of the test for security reasons and may not be removed from the examination room by any candidate. All valid answers must be properly recorded on the answer sheet to be scored in these examinations.

**Seating and Permission to Leave the Room** Tables in the examination room will be numbered. When directed to do so by a proctor, please sit at the table that is marked with the number that corresponds to your admission card number. Place your admission card and photo ID near the edge of your table so that they may be checked without disturbing you during the examination.

Permission must be obtained from examination security personnel to leave the examining room for any reason. Talking or any contact with other examinees during the exam is not permitted and may be grounds for immediate removal and disqualification.

**Visitors** Friends and relatives are not permitted in the testing area at any time. Anyone who accompanies you to the test site and is not registered to take these tests must meet you outside the testing facility after you have finished.

**Change of Address** If you move before you receive your examination results, you must submit your change of address in writing to Continental Testing Services, Inc., 547 South LaGrange Road, LaGrange, IL 60525.

**Grading** All scores will be reported to candidates as Pass or Fail. A review or regrading of an examination is not permitted. Candidates are required to retake only the examination(s) not previously passed.

**Examination Results** Examination results should be available within approximately three months from the date of the examination. The results will be mailed to you as soon as they are available. ***DO NOT CALL THE DEPARTMENT OR CONTINENTAL TESTING SERVICES IN THIS REGARD.***

### **Study Materials for NCEES Examinations**

The National Council of Examiners for Engineering and Surveying (NCEES) has prepared study guides for the Fundamentals of Land Surveying Examination and the Principles and Practice of Land Surveying Examination. These are available from:

National Council of Examiners for Engineering and Surveying (NCEES)  
P.O. Box 1686, Clemson, SC 29633-1686  
Phone: 800/250-3196 Fax: 864/654-6966  
Homepage: [www.ncees.org](http://www.ncees.org)

## NCEES Candidate Agreement

All licensure candidates qualified to take any NCEES exam must review the following information before sitting for the exam. **Examinees are required to sign their exam answer sheet before the exam starts to affirm that they have been provided this information, have read and understand the material, and agree to abide by the stated policies and procedures, which apply to all NCEES exams.** Full compliance is required.

### Approved Calculators

Only models of calculators listed below are permitted in the exam room for the 2009 exams.

- Hewlett Packard—**HP 33s** and **HP 35s** models, but no others.
- Casio—All **fx-115** models. Any Casio calculator must contain **fx-115** in its model name.
- Texas Instruments—All **TI-30X** and **TI-36X** models. Any Texas Instruments calculator must contain either **TI-30X** or **TI-36X** in its model name.

### Admission Requirements

For exam admission, examinees must present a current, signed, government-issued photographic identification (such as a valid state driver's license or passport). Student IDs are not acceptable. Examinees must report to the exam site by the designated time. Examinees will not be admitted after the exam instructions begin.

### Grounds for Dismissal from the Exam and/or Invalidation of Exam Results

- Having a cell phone in your possession
- Having loose papers, legal pads, writing tablets, or unbound notes in your possession
- Having a device with copying, recording, or communication capabilities in your possession. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic transmitters, and transmitting devices.
- Having a calculator that is not on the NCEES-approved list
- Using a non-NCEES writing instrument or eraser to complete any portion of the exam
- Copying from another examinee's answer sheet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing at the end of the exam when the proctor instructs you to do so
- Writing on anything other than your exam booklet or answer sheet; writing in the *FE Supplied-Reference Handbook*
- Removing pages from your exam booklet
- Violating any other terms stated in this agreement that are cause for dismissal or exam invalidation

If any prohibited item is found in an examinee's possession after the exam begins, the item will be confiscated

and sent to NCEES. No refund will be provided to examinees dismissed from the exam.

### Reference Materials

- **For Fundamentals of Engineering (FE) exam:** This is a closed-book exam. The only reference material examinees may use is the *FE Supplied-Reference Handbook* distributed by proctors. The *Handbook* may be downloaded or purchased from the NCEES Web site. Examinees may not bring their own *Handbook*, other reference material, or Post-it<sup>TM</sup> type notes or flags into the exam room.
- **For Fundamentals of Surveying (FS) exam:** This is a closed-book exam. Examinees may use only the reference formulas at the front of their exam books. No other reference materials may be used. The reference formulas are available on the NCEES Web site. Examinees are not allowed to bring their own copies of the formulas into the exam room. Post-it<sup>TM</sup> type notes or flags are not permitted.
- **For Principles and Practice of Engineering (PE) and Principles and Practice of Surveying (PS) exams:** These are open-book exams. Examinees must bring their own reference materials, including design standards. All reference materials must be bound and remain bound during the exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Staples are not acceptable fasteners. Examinees may tab reference books before the exam with Post-it<sup>TM</sup> type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.

### Personal Items

Personal items are the sole responsibility of the examinee. NCEES, the state board, exam proctors, and the site facility are not responsible for any lost, misplaced, or stolen items.

- FE and FS examinees may bring personal items in a clear plastic bag only. Purses and backpacks are not permitted in closed-book exams.
- Examinees may bring snacks (e.g., hard candies, candy bars, gum) and nonalcoholic drinks, as long as having them does not disturb other examinees.
- Examinees may wear wristwatches or place them on the floor. Small clocks must be placed on the floor.

- Examinees may not wear hoods (on hooded sweat-shirts, for example) or hats with brims during the exam. Head coverings that qualify as religious apparel are permitted.
- Examinees may not use slide charts or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).
- Examinees may not bring weapons of any kind.
- Examinees may not bring tobacco products or personal chairs.

### Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: answer sheet, exam booklet, ID, admission notice, approved reference material, NCEES-approved calculators, NCEES-issued pencils with erasers, small snacks, and two straightedges such as a ruler, scale, triangle, or protractor.

### Exam Irregularities

Fraud, deceit, dishonesty, and other irregular behavior in connection with taking any NCEES exam is strictly prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. NCEES reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

### Remedies for Testing Errors and NCEES Response to Disruptions in Testing and Potential Compromises

In the unlikely event that a mistake occurs in printing, handling, or processing test materials or in scoring or

reporting scores, the test administrator, after consultation with NCEES, will correct the error, if possible, or permit the affected examinees either to retest at no additional fee or to receive a refund of the exam fee. These are the **sole and exclusive** remedies available to examinees for errors in handling or processing registration materials; in printing, handling, or processing exams and exam answer sheets; in determining or reporting results; and/or in investigating or responding to suspected irregularities.

NCEES, its affiliate (ELSEs), jurisdictions, and testing agents also take steps that are intended to ensure standardized administration on test day. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, NCEES will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If NCEES determines that corrective action is necessary, affected examinees may have the option to retest at no additional fee (normally on a future national test date) or to receive a refund of the exam fee, unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the jurisdiction that authorized seating for the exam will have the right to withhold either or both of these options. If a jurisdiction offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the **sole and exclusive** remedies available to any examinee who is affected by disruptions in testing or a potential exam compromise.

### Special Testing Accommodations

NCEES must receive testing-accommodation requests by the registration deadline. Requests for accommodations are required for each exam administration. Information about available accommodations and the process for requesting accommodations are posted on the NCEES Web site.

### Intellectual Property Rights and Exam Security

All NCEES exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes not discussing or disclosing any exam questions or problems on Internet blogs or chat rooms or through any other means.

### Additional Information

Current exam specifications, study materials, scoring methods, and other exam information are available at [www.ncees.org](http://www.ncees.org) or by calling NCEES at 800-250-3196.