



NEBRASKA

Good Life. Great Journey.

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**DEPARTMENT OF TRANSPORTATION**




# Suggested Study Approach

- **Know/understand the big picture** – goals, legislature's expectations, how everything fits together, the framework for our public roads and streets system
- **Use study time wisely.** Watch the videos (AGAIN). Review LTAP course material. Self-testing can be very effective in preparing for the exam.



# Exam Structure and Passing Minimums

- **Two separate sessions – a.m. and p.m. – 3 hours (180 minutes) each**
    - **Within each session, it is OK to skip around even between parts**
    - **Once the a.m. session is done, you cannot go back to it later (in the p.m.)**
  - **Morning Session**
    - **Three parts, 105 points (50 + 25 + 30)**
  - **Afternoon Session**
    - **Two parts, 145 points (65 + 80)**
  - **Each part requires 70% correct answers to pass, except that only ONE of the five parts can be as low as 65%.**
  - **Overall score of 70% correct (175 points) is required to pass**
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# Before the Exam

## Get Information Organized

- Organize your references and notes – make an index, or use a handout
- Put 428 NAC in order
- Make sure you have State Statutes handy – correlate them to 428 NAC
- Tab, highlight, notate, draw

## Documents likely to be of use during the exam

- Info from LTAP Days 1 and 2
- 428 NAC 1
- 428 NAC 2
- 3-Ring binder with Notes
- Power Point presentations ([videos and courses](#))
- [Key Statutes](#)
- Records Retention Schedules (17, 22, 24) chart)
- Terminology
- [Exam Study Guide](#)
- [Study Guide for the Minimum Standards](#)
- [Superintendent Booklet](#)
- Anything printed from NDOT's website [Resources for Training Classes](#)
- Anything printed from NDOT's website [NBCS Downloads](#)
- Roads and Streets Funding (LeMoyne's

# Before the Exam

## 3-ring Binder (suggested organization)

- 01 Overview of Superintendents Examination
- 02 Overview of Nebraska Law (Highways, Roads, Streets)
- 03 Overview of BEX, Licensing of Superintendents
- 04 Incentive Payments
- 05 Duties and Responsibilities of Superintendents
- 06 Overview of NBCS
- 07 Funding Sources for Highways, Roads and Streets
- 08 ROW Acquisition
- 09 Records Management
- 10 Miscellaneous Topics (MUTCD, Snow Plan, Employee Safety Plan, Human Resources, Labor Law, Erosion and Sediment Control)
- 11 Bridge Inspection, NBIS
- 12 Test Skills
- 13 Finance, Accounting, Inventory
- 14 Classification and Standards
- 15 OneAndSix Planning
- 16 *(formerly OnBase, re-purpose this tab however you wish)*
- 17 Plan Reading
- 18 Transportation Asset Management

ONLY A SUGGESTION – ORGANIZE YOUR INFORMATION HOWEVER YOU WANT

# Before the Exam

Know the “Why” Be able to explain in simple terms

- 1) Why classify highways, roads and streets?
- 2) Why have standards?
- 3) Why do OneAndSix planning?
- 4) Why document revenues and expenditures?
- 5) Why does State law make incentive payments available?
- 6) Why do the NBCS and the BEX exist?

# During the Exam

1. Read instructions carefully before starting.
2. Read each question carefully. Understand what it is asking for!
  - a) Note words such as “all”, “never” and “always” and respond accordingly.
3. Before answering, especially essay questions, **organize your thoughts** (a brief outline or bullet points may help you write out the complete answer). Then answer (EACH PART) completely.
  - a) The grader makes no assumptions as to what is in your head.
  - b) The answer must **use same labels as the question** (a, b, c, etc.).
  - c) Put the answers in the **same order** as stated in the question.
4. Your writing must be legible and clear. If not, you won't get points.
5. Math: show your work/computations. It may help your grade.
6. Stuck on a question? Move on. Don't forget to come back to it!!!
7. Use Extra Sheets? Sure, just **add your name, Part number, Q#**
8. Answer as if YOU ARE THE SUPERINTENDENT

# Estimated Average Pace of Exam\*

**True/False** (50) – 1 minute each, 50 minutes total

**Plan Reading** (13) – 2.5 minutes per point, 63 minutes total

**Free Style** (5 & 12) – 1.5 minutes per point, 45 mins. a.m., 98 mins. p.m.

**Multiple Choice** (13) – 0.75 minute per point, 60 minutes total

**a.m.**  $50 + 63 + 45 = 158$  minutes

**p.m.**  $98 + 60 = 158$  minutes

That leaves **over 20 minutes**  
available for review, each  
session

\* Unofficial, unverified



# Open-book Exam Format

- **Time Constrained** – too much looking up information increases your average time per question and may hurt your results.
  - Think about a strategy for information look-up, in advance
- **When looking up information, know exactly where to find it, QUICKLY**
  - See “Before the Exam” getting information organized
- **Finding the right balance.** Better preparation = better performance. Tip: learn and commit the basic structure of Nebraska’s system into memory so you don’t waste time looking it up.

# Exam Strategies \*

- **Linear/Series – Do Parts in the Order they Appear on the Exam**
  - Leave enough time for the last Part of the session
- **Passing-Score Oriented**
  - Answer some percentage (your choice - 70%, 75%, etc.) with confidence, move on to another Part(s), return later to answer skipped questions
- **Skip Difficult / Do Easy / Return to Difficult**

**ANSWER ALL QUESTIONS**

\* BEX is neutral as to how you approach answering exam questions

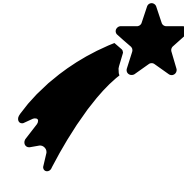
# Before Handing in the Exam

## Review your answers

- Did you answer each question?
- Did you answer each question completely?
- Name, Part #, Question # on extra sheets?

# After the Exam

- Smile!





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