

ACG CERTIFIED COMMISSIONING AUTHORITY (CXA) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. DO stands for?**
 - A. Direct output
 - B. Data output
 - C. Digital optical output
 - D. Digital output
- 2. Which item does not typically occur during turnover/handover?**
 - A. Documentation is handed over
 - B. O&M manuals provided
 - C. System checkout is performed
 - D. Sasol procedures such as LOTO and confined space
- 3. Which two phases are identified for the Retro/Re-Commissioning process?**
 - A. Planning and Implementation
 - B. Planning and Execution
 - C. Design and Construction
 - D. Evaluation and Commissioning
- 4. Which acronym stands for the 'Resolution tracking form'?**
 - A. RTF
 - B. Resolution tracking form
 - C. System verification check
 - D. Test and balance engineer
- 5. New construction commissioning costs as a percentage of total mechanical system construction cost range from which of the following?**
 - A. 1 to 2%
 - B. 3 to 4%
 - C. 2 to 3%
 - D. 4 to 5%
- 6. What is Chapter 3 of the ACG Cx Guideline?**
 - A. Commissioning Strategy
 - B. Owner Training
 - C. System Integration
 - D. Selecting a Commissioning Provider

- 7. A stands for which term?**
- A. Architecture of Record
 - B. Authorized Representative
 - C. Architect of Record
 - D. Architectural Records
- 8. During the Design Phase, the OPR is translated into ____?**
- A. Design documents
 - B. Construction criteria
 - C. Final design criteria
 - D. Construction documents
- 9. Which document is aimed at communicating operation and maintenance guidance to users not involved in design and construction?**
- A. Cx Plan
 - B. OPR
 - C. Systems Manual
 - D. BOD
- 10. Which role coordinates electrical installation with mechanical work, attends meetings, documents progress (SVCs), operates systems as required for FPTing, and plans and delivers O&M staff training and manuals?**
- A. Architect
 - B. Electrical contractor
 - C. Design consultants
 - D. Commissioning agent

Answers

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1. D
2. D
3. A
4. B
5. C
6. C
7. C
8. D
9. C
10. B

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Explanations

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1. DO stands for?

- A. Direct output
- B. Data output
- C. Digital optical output
- D. Digital output**

Digital output is the signal type used for binary, on/off control in many controllers. It represents a channel that the system uses to drive field devices like relays, contactors, or actuators, switching between a high and a low state rather than producing a continuously varying value. This distinction—digital versus analog—helps technicians understand what kind of signal to expect from a controller and how to interface with it. The term digital output specifically communicates that the output is a discrete, binary signal intended to actuate a device, not a variable or data stream. The other terms aren't standard in this context: direct output isn't a common designation, data output is too generic and could refer to any data channel, and digital optical output would imply an optical signaling method, which isn't the usual meaning of DO in control schematics.

2. Which item does not typically occur during turnover/handover?

- A. Documentation is handed over
- B. O&M manuals provided
- C. System checkout is performed
- D. Sasol procedures such as LOTO and confined space**

Turnover/handover is about transferring the finished asset with the information the new operator needs to run and maintain it. The items that fit this moment are delivering the documentation and providing the operating materials. Documentation being handed over ensures the owner has the complete records, while providing O&M manuals equips the new team to operate and maintain the system. A system checkout, on the other hand, is a commissioning activity that is completed to prove the system works to specification, and its results are typically finalized before turnover. The owner receives evidence of performance rather than re-doing the checks during handover. Sasol procedures such as LOTO and confined-space are safety practices used during the work on site—during construction and commissioning—to protect workers. They belong to the safety program and work execution phase, not to the asset handover content. That's why these safety procedures do not typically occur as part of the turnover package.

3. Which two phases are identified for the Retro/Re-Commissioning process?

- A. Planning and Implementation**
- B. Planning and Execution
- C. Design and Construction
- D. Evaluation and Commissioning

Retro/Re-Commissioning is treated as a two-phase effort focused on existing buildings: planning and implementation. In the planning phase, you scope the RCx project, gather and analyze energy data, establish a baseline, identify and prioritize potential retrofits, and set objectives, metrics, and a plan for measuring success. The implementation phase then covers selecting and installing the recommended measures, adjusting controls, training operators, and verifying that the expected energy savings and improved performance are realized. This structure keeps the work organized: first decide what to change and how you'll measure it, then carry out the changes and confirm the results. Other pairings shift focus toward new construction design/construction or post-occupancy verification in contexts that aren't the standard RCx two-phase approach.

4. Which acronym stands for the 'Resolution tracking form'?

- A. RTF
- B. Resolution tracking form**
- C. System verification check
- D. Test and balance engineer

Acronyms are created by taking the first letter of each word in a multi-word term. For "Resolution tracking form," the initial letters are R, T, and F, forming the acronym RTF. This shorthand is used in documentation to refer to the form quickly without spelling out all three words. The option that corresponds to this acronym is the correct one, while the other choice presents the full phrase or points to a different concept and isn't the abbreviation for that term.

5. New construction commissioning costs as a percentage of total mechanical system construction cost range from which of the following?

- A. 1 to 2%
- B. 3 to 4%
- C. 2 to 3%**
- D. 4 to 5%

Planning and conducting new construction commissioning is a structured effort that validates that mechanical systems meet design intent, operate correctly, and perform as expected. The cost covers developing the commissioning plan, reviewing design and submittals, coordinating and witnessing tests, on-site verification, documentation, and training staff. On most projects, this work amounts to about two to three percent of the total mechanical system construction cost. This range represents a thorough level of verification without overburdening the project budget. If the project is unusually simple, the percentage can be lower; if it's highly complex or requires extensive integration and performance guarantees, the cost can climb toward four percent or more, but the standard expectation for typical new construction sits at two to three percent.

6. What is Chapter 3 of the ACG Cx Guideline?

- A. Commissioning Strategy
- B. Owner Training
- C. System Integration**
- D. Selecting a Commissioning Provider

The main concept tested here is how the guideline treats the coordination and functioning of multiple building systems as an integrated whole. Chapter 3 focuses on System Integration, which means looking at how HVAC, electrical, controls, sensors, data flows, and other subsystems connect, interoperate, and communicate to deliver the building's intended performance. This chapter is about ensuring that interfaces between systems are properly defined, that control sequences align across subsystems, and that integration testing validates that the entire system behaves as a cohesive unit rather than as isolated parts. It covers how information is exchanged, how data is named and shared, and how the integrated system is verified in practice so commissioning outcomes reflect a true, working whole. In contrast, other topics referenced by the other options—such as the overall commissioning approach and schedule, training for the building owner, or the process of selecting a commissioning provider—address different aspects of the project. They're important, but they don't focus on the technical coordination and validation of how multiple systems operate together, which is the core idea of System Integration.

7. A stands for which term?

- A. Architecture of Record
- B. Authorized Representative
- C. Architect of Record**
- D. Architectural Records

Architect of Record is the term used for the licensed architect or architectural firm legally responsible for the project's construction documents and for overseeing the design as it moves into construction. This role stamps and seals the drawings, leads the development of plans and specifications, ensures compliance with codes and standards, coordinates with engineers and consultants, and manages construction administration—addressing submittals, RFIs, field changes, and final closeout. The other phrases don't denote the formal responsible party for the drawings and construction process; they either refer to nonstandard terms or to records rather than the accountable practitioner.

8. During the Design Phase, the OPR is translated into ____?

- A. Design documents
- B. Construction criteria
- C. Final design criteria
- D. Construction documents**

The Owner's Project Requirements (OPR) are the owner's stated needs and expectations. In the Design Phase, those needs are translated into the Construction documents—the official set of drawings, specifications, and contract information that tell the design team and the contractor exactly what to build and how to meet those requirements. Construction documents communicate the design intent in a way that can be bid, permitted, and constructed, ensuring the project is delivered to satisfy the owner's goals. While design criteria or final design considerations may be refined during design, the formal deliverable that guides construction is the Construction documents.

9. Which document is aimed at communicating operation and maintenance guidance to users not involved in design and construction?

- A. Cx Plan
- B. OPR
- C. Systems Manual**
- D. BOD

The Systems Manual is designed to convey operation and maintenance guidance to people who were not involved in the design or construction. It translates how the building and its systems should be operated on a daily basis into practical, actionable information for facilities staff and occupants. It typically covers system descriptions, operating procedures, maintenance tasks and schedules, sequence of operations, alarms, safety notes, and troubleshooting steps. This hands-over material ensures the building is run as intended after turnover and that those who will operate it have clear, user-focused instructions. In contrast, the commissioning plan outlines how the commissioning process will be carried out, the owner's project requirements state what the owner expects from the project, and the basis of design explains the design intent and rationale for the project team. These documents are aimed at design and construction stakeholders rather than the end users responsible for ongoing operation.

10. Which role coordinates electrical installation with mechanical work, attends meetings, documents progress (SVCs), operates systems as required for FPTing, and plans and delivers O&M staff training and manuals?

A. Architect

B. Electrical contractor

C. Design consultants

D. Commissioning agent

The activities described focus on hands-on integration, coordination, and handover of the electrical work within the building project. Coordinating electrical installation with mechanical work requires someone who is on site, actively managing how electrical systems fit with HVAC and other equipment, and who participates in on-site meetings to align schedules and resolve clashes. Documenting progress with Site Verification Checks (SVCs) is a field-level task that tracks installation status and conformance against design, which is typically done by the party responsible for implementing the work. Operating systems as needed for Functional Performance Testing shows the ability to run and observe the installed systems to demonstrate they meet performance criteria. Planning and delivering O&M staff training and manuals is the handover activity that ensures the owner's operations team can run and maintain the installed electrical systems. These duties fit best with the electrical contractor because they center on executing the electrical scope, coordinating with other trades on site, recording progress, conducting or supporting testing, and providing operational documentation and training for ongoing use. Other roles are more focused on design, design coordination, or overseeing the commissioning process rather than performing these on-site installation and handover tasks.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://acgcxa.examzify.com>

We wish you the very best on your exam journey. You've got this!

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