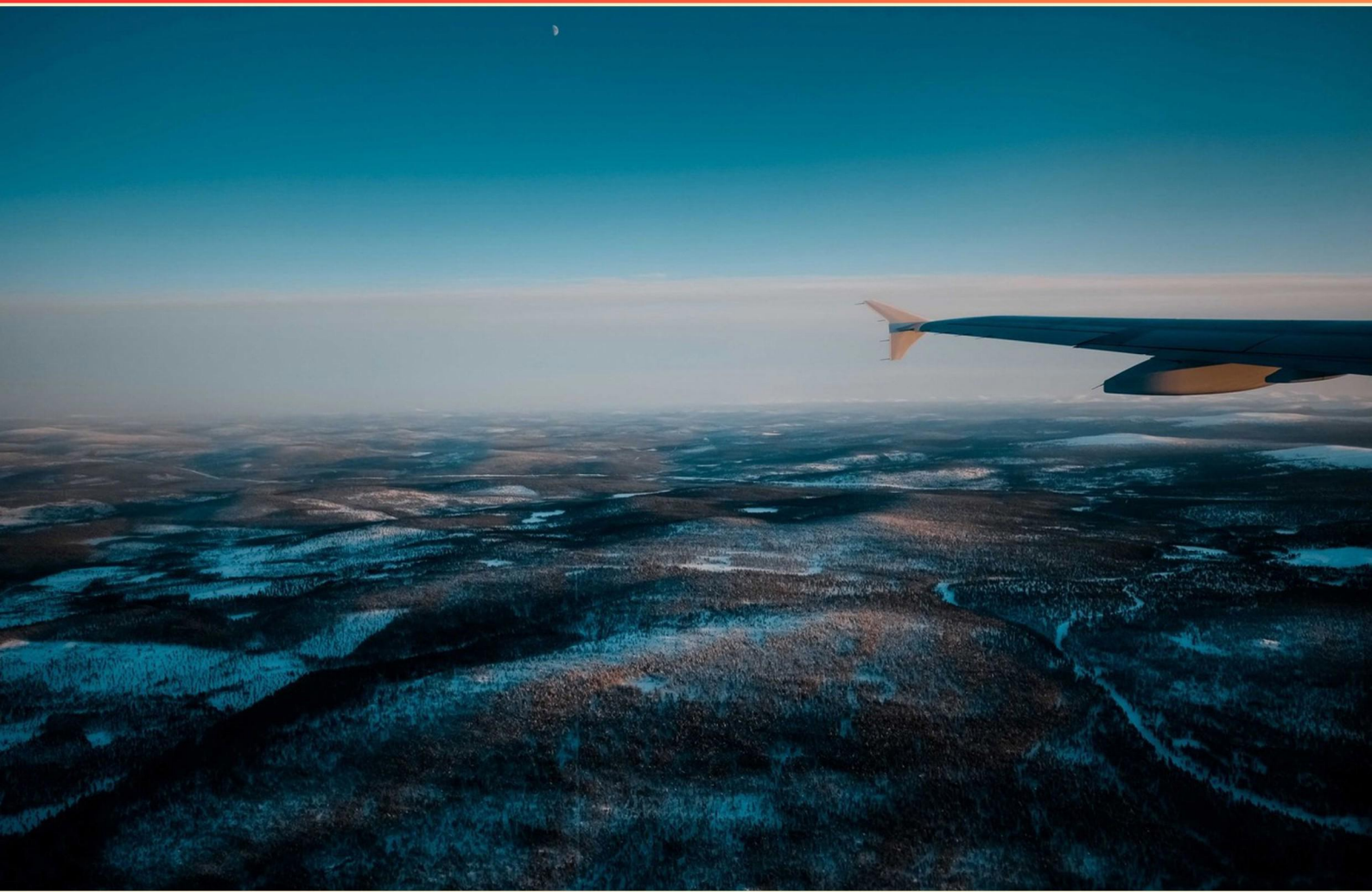


AIRLINES REPORTING CORPORATION (ARC) SPECIALIST PRACTICE EXAM (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

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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. What is the correct format to initiate an Agent Automated Deduction (AAD) for document number 00112345678902 in IAR?**
 - A. Click the TD radio button and enter 12345678902
 - B. Click the TD radio button and enter 00112345678902
 - C. Click the TA radio button and enter 12345678902
 - D. Click the TA radio button and enter 00112345678902
- 2. What must an agent comply with pursuant to the ARA?**
 - A. Instructions provided in the Industry Agents' Handbook
 - B. Instructions provided by the carrier
 - C. Instructions provided by ARC
 - D. All of the above
- 3. For how many months is data available for review with ARC Memo Manager?**
 - A. 12 months.
 - B. 13 months.
 - C. 36 months.
 - D. 39 months.
- 4. If your client returned from Fort Lauderdale by rental car, what would be the refunded US Ticket Tax?**
 - A. 10.21
 - B. 6.93
 - C. 3.64
 - D. 3.29
- 5. The SVC CHG field is only used when entering which of the following documents into IAR?**
 - A. ATB
 - B. MCO
 - C. PTA
 - D. TASF

- 6. What scenario makes the Agent ineligible for retention on the ARC agency list?**
- A. The Agent's employee is an alien authorized employment in the US.
 - B. The Agent is a foreign corporation authorized to do business in its jurisdiction.
 - C. The Agent's authorized agency location lacks the requisite licenses.
 - D. The Agent is a citizen or national of the United States.
- 7. Which of the following is NOT included in the weekly IAR Sales Report?**
- A. Credit transactions
 - B. Cash transactions
 - C. Sales Summary Adjustment Request
 - D. Refunds or Exchanges
- 8. Which IAR radio button is appropriate for processing a full refund?**
- A. A full refund
 - B. A full refund with exchange
 - C. A partial refund
 - D. A partial refund with exchange
- 9. When refunding the return portion of a specific fare calculation, what is the base fare that would be refunded if the fare is noted as 43.83?**
- A. A. 43.83
 - B. B. 47.00
 - C. C. 87.66
 - D. D. 90.83
- 10. What does an asterisk (*) indicate on the Sales Report List Transactions screen in IAR?**
- A. A break in the normal document number sequence
 - B. A document that can not be processed in IAR
 - C. A conjunction ticket
 - D. An error in the fare calculation

Answers

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

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Explanations

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1. What is the correct format to initiate an Agent Automated Deduction (AAD) for document number 00112345678902 in IAR?

- A. Click the TD radio button and enter 12345678902
- B. Click the TD radio button and enter 00112345678902**
- C. Click the TA radio button and enter 12345678902
- D. Click the TA radio button and enter 00112345678902

To initiate an Agent Automated Deduction (AAD) for the document number in question, it is important to understand the required components of the process in the IAR system. The correct format emphasizes the necessity of including the full document number, which in this case is "00112345678902." Choosing the option that instructs to click the TD radio button and enter "00112345678902" is correct because "TD" represents the transaction type specifically used for document numbers that begin with zeros. This detail ensures that the document is processed accurately within the system. Omitting the leading zeros or not using the full document number would lead to errors or failure to locate the correct record. Furthermore, the format follows the standard entry procedure, ensuring the complete document number is recognized by the system as valid, which is critical for the deduction process to function properly within IAR. This aids in maintaining data integrity and correctness in the transaction logging, which is crucial for both audits and financial accuracy.

2. What must an agent comply with pursuant to the ARA?

- A. Instructions provided in the Industry Agents' Handbook
- B. Instructions provided by the carrier
- C. Instructions provided by ARC
- D. All of the above**

The correct answer indicates that an agent must adhere to a range of authoritative guidelines, including those outlined in the Industry Agents' Handbook, instructions from the carrier, and directives from the Airlines Reporting Corporation (ARC). Complying with the Industry Agents' Handbook is crucial as it provides detailed procedures and policies that agents need to follow to ensure proper ticketing and reporting practices. The instructions from carriers are vital as they often contain specific requirements about their routes, fares, and operational protocols that agents must relay to customers accurately. Additionally, ARC provides overarching regulations and standards necessary for agents to operate successfully within the airline industry, including financial processes and accountability measures. Thus, compliance with all these elements is essential for maintaining operational integrity and meeting the various obligations that come with being an agent in the airline industry.

3. For how many months is data available for review with ARC Memo Manager?

- A. 12 months.
- B. 13 months.
- C. 36 months.
- D. 39 months.**

The correct answer reflects the fact that ARC Memo Manager provides users with access to a comprehensive historical view of data. Specifically, it allows for review of up to 39 months of memo data. This extended access helps agencies and industry professionals monitor trends, evaluate past actions, and ensure compliance with ARC policies over a significant period of time, which is essential for understanding developments and addressing any potential issues effectively. By having nearly three years and three months of data available, users can conduct thorough analyses and make informed decisions based on historical trends and patterns, ultimately enhancing their operational efficiency and financial accuracy. This long timeframe is particularly beneficial for agencies managing multiple transactions and reconciling accounts over time.

4. If your client returned from Fort Lauderdale by rental car, what would be the refunded US Ticket Tax?

- A. 10.21
- B. 6.93**
- C. 3.64
- D. 3.29

When determining the refunded US Ticket Tax for a client who returned by rental car, it's essential to understand how ticket taxes apply to air travel. The US Ticket Tax typically refers to the taxes assessed on the sale of airline tickets for domestic flights. In cases where a client does not utilize the flight service, such as returning via rental car instead of flying back, a portion of the tax may be eligible for a refund. The correct answer, which indicates a refund amount of 6.93, aligns with the applicable tax provisions. This amount reflects the specific portion of the Ticket Tax that is refundable under these circumstances. Understanding the nature of the refund is crucial, as it is based on the travel itinerary and the unused component due to alternate transportation being chosen. This knowledge is vital for anyone involved in the travel industry, as it helps ensure compliance with tax regulations and accurate financial transactions when processing refunds for clients.

5. The SVC CHG field is only used when entering which of the following documents into IAR?

- A. ATB
- B. MCO
- C. PTA**
- D. TASF

The SVC CHG field is specifically designed for documents that include service charges, and in the context of the options provided, it is applicable when entering a Passenger Transportation Agreement (PTA) into the IAR (Interactive Airline Reporting) system. When processing a PTA, it is important to capture detailed information on service charges, and the SVC CHG field enables the reporting of such specifics accurately. This ensures proper accounting for any additional services or fees associated with the passenger's travel that need to be communicated between the airline and the agency. In contrast, the other document types listed do not specifically require the SVC CHG field for their processing: - An ATB (Automated Ticket and Boarding Pass) typically does not incorporate service charge data in the same manner and is more focused on ticketing elements. - An MCO (Miscellaneous Charges Order) also does not require the SVC CHG field, as it deals with different types of service charges in a different format. - TASF (Travel Agent Service Fee) documents are structured to highlight fees but again do not utilize the SVC CHG field. Understanding the role of the SVC CHG field within the context of PTAs allows for more accurate financial reporting and reconciliation within

6. What scenario makes the Agent ineligible for retention on the ARC agency list?

- A. The Agent's employee is an alien authorized employment in the US.
- B. The Agent is a foreign corporation authorized to do business in its jurisdiction.
- C. The Agent's authorized agency location lacks the requisite licenses.**
- D. The Agent is a citizen or national of the United States.

The scenario that renders the Agent ineligible for retention on the ARC agency list is when the Agent's authorized agency location lacks the requisite licenses. This is crucial because holding the appropriate licenses is a fundamental requirement for an agency to operate legally and to be recognized by ARC. Without these licenses, the agency cannot comply with regulatory standards, which jeopardizes its status and eligibility for inclusion on the agency list. Proper licensing ensures that the agency adheres to state and federal laws, maintaining the integrity and trust in the airline ticketing process. In the other scenarios provided, the reasons do not directly affect the eligibility of the agency for retention on the ARC list. For example, having an employee who is an alien authorized for employment does not disqualify the agency, nor does being a foreign corporation that is authorized to do business in its jurisdiction. Additionally, simply being a citizen or national of the United States does not affect the agency's standing in this context. The central point of eligibility primarily hinges on proper licensing at the agency location.

7. Which of the following is NOT included in the weekly IAR Sales Report?

- A. Credit transactions
- B. Cash transactions
- C. Sales Summary Adjustment Request**
- D. Refunds or Exchanges

The weekly IAR (Individual Agent Reporting) Sales Report primarily focuses on the sales activities, including transactions that have been processed over the week. The report typically comprises detailed financial information such as credit transactions, cash transactions, and any refunds or exchanges. These elements are crucial as they provide insights into an agent's performance, cash flow, and customer service dynamics. However, a Sales Summary Adjustment Request is not part of this report. This request is typically an administrative function that relates to adjustments and is handled separately from the sales reporting process. The weekly IAR Sales Report emphasizes actual sales activity rather than administrative adjustments, which reflects the agent's income and customer transactions for the reporting period. This separation allows agencies to maintain accurate and clear records of their financial transactions without the potential confusion that might arise from including adjustment requests.

8. Which IAR radio button is appropriate for processing a full refund?

- A. A full refund**
- B. A full refund with exchange
- C. A partial refund
- D. A partial refund with exchange

The correct choice for processing a full refund in the IAR (Invoice Adjustment Reporting) system is the option indicating a full refund. This option specifically denotes that the entire amount paid for the ticket is to be refunded to the customer without any deductions or adjustments related to exchanges, fees, or other factors. Using the full refund radio button ensures that the transaction accurately reflects the intent to return all funds to the passenger. It is essential for maintaining clear records and ensuring customer satisfaction, as passengers expect a seamless and complete refund process when they cancel a ticket or request a refund. In contrast, the other options relate to either partial refunds or include elements of exchange, which do not align with the requirement for a full refund, making them inappropriate for this scenario. Selecting the appropriate option is crucial for compliance with airline policies and maintaining accurate financial records.

9. When refunding the return portion of a specific fare calculation, what is the base fare that would be refunded if the fare is noted as 43.83?

- A. A. 43.83
- B. B. 47.00**
- C. C. 87.66
- D. D. 90.83

In the context of fare calculations, when dealing with refunds, it is essential to understand how base fares are determined and how they apply to the different components of a fare. The correct base fare for refund purposes, when noted specifically as 43.83, actually corresponds to the portion of the price that applies to a single segment or leg of the journey. When fares are displayed in a calculation format, they often represent individual components or segments of a journey. If a fare is noted as 43.83, this typically refers to a specific part of a total fare, which may have been calculated differently based on the travel itinerary's return or routing aspect. In this scenario, other options do not correspond to the immediate refundable base fare but rather reflect either aggregated total fare values or different fare components due to flight segments, taxes, or fees associated with the total journey. Therefore, the understanding of fare components provides insight into why the base fare of 43.83 leads to a refund reference outside the evident value rather than as a standalone figure. Hence, when processing the refund, the focus correctly lies on the specific calculation of the return fare portion, identifying the correct refund amount based on the identified base fare structure.

10. What does an asterisk (*) indicate on the Sales Report List Transactions screen in IAR?

- A. A break in the normal document number sequence**
- B. A document that can not be processed in IAR
- C. A conjunction ticket
- D. An error in the fare calculation

The correct interpretation of an asterisk () on the Sales Report List Transactions screen in the IAR (IATA Accounting Reporting) system indicates a break in the normal document number sequence. This means that the document with an asterisk is an anomaly within the sequence of document numbers that are typically expected to follow a continuous order. In practice, this alert helps users identify potential issues with document tracking, making it essential for maintaining accurate accounting records. Recognizing breaks in the sequence is crucial for ensuring that all transactions are accounted for and that no documents are missing or incorrectly logged. Understanding this allows agents to take appropriate action if necessary, such as investigating further to determine the cause of the sequence discontinuity. Understanding the specific meanings behind indicators like the asterisk is vital for effective transaction management and reporting within the IAR system.*

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://arcspecialist.examzify.com>

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

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