

COLLEGE AND CAREER READINESS PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://collegecareerreadiness.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

SAMPLE

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

SAMPLE

- 1. What information is included in the contact information?**
 - A. The recipient's mailing address
 - B. The sender's job title
 - C. The mailing address, email address, and phone number of the sender
 - D. The company name
- 2. Which term describes a goal that focuses on what you want to learn?**
 - A. Personal goal
 - B. Career goal
 - C. Academic goals
 - D. Family goal
- 3. Which resume section expresses your career goals or interest in a specific position?**
 - A. Objective
 - B. Education
 - C. Work Experience
 - D. References
- 4. Which credential is typically earned after completing a four-year college program?**
 - A. Master's degree
 - B. Bachelor's degree
 - C. Associate's Degree
 - D. Diploma
- 5. Which interview type commonly asks you to describe how you handled a past work situation?**
 - A. Behavioral Interviewing
 - B. Employment Interview
 - C. Career Portfolio
 - D. Cover Letter

- 6. What document accompanies a resume to provide more information about you and explain your interest in the job?**
- A. Resume
 - B. Cover Letter
 - C. Biography
 - D. Transcript
- 7. Which attribute is described as 'answers the questions: who, what, where, when, why, which'?**
- A. Specific
 - B. Timely
 - C. Measurable
 - D. Achievable
- 8. Which term describes a program that provides part-time work to help students pay education expenses?**
- A. Scholarship
 - B. Work Study
 - C. Loan
 - D. Financial Aid
- 9. What is the term for a two-year college degree?**
- A. Bachelor's Degree
 - B. Advanced Placement Course
 - C. Associate's Degree
 - D. Grant
- 10. Which term refers to a person who creates or runs their own business?**
- A. Entrepreneur
 - B. Community College
 - C. Dual Credit Courses
 - D. Elective Courses

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. What information is included in the contact information?

- A. The recipient's mailing address
- B. The sender's job title
- C. The mailing address, email address, and phone number of the sender**
- D. The company name

In professional writing, contact information is the set of details that let someone reach you. The most useful and complete block includes multiple ways to contact the sender: the physical mailing address, the email address, and the phone number. The recipient's mailing address is not part of the sender's contact information; it's about where the letter is going, not how to reach the sender. A job title or company name may appear in a signature, but on its own it doesn't provide the practical ways to contact the person. Therefore, the option that lists the mailing address, email address, and phone number of the sender best represents contact information.

2. Which term describes a goal that focuses on what you want to learn?

- A. Personal goal
- B. Career goal
- C. Academic goals**
- D. Family goal

Focusing on what you want to learn centers on education and skill-building. The term that fits this emphasis is academic goals because they specifically target learning, understanding, and improvement in school or other learning settings. This is different from personal goals, which relate to personal growth or happiness; career goals, which aim at job-related outcomes; and family goals, which concern family life and relationships. For example, aiming to master a new math topic, improve reading comprehension, or complete a course with a strong grade are all academic goals. When you set academic goals, framing them around clear learning outcomes helps you measure progress and stay focused on what you intend to learn.

3. Which resume section expresses your career goals or interest in a specific position?

- A. Objective**
- B. Education
- C. Work Experience
- D. References

Expressing your career goals and your interest in the role is done through the Objective. This section is a concise statement that directly tells the employer what you want to achieve and how you aim to contribute to the position. It helps the reader quickly see why you're applying and how you fit the job, setting the tone for the rest of the resume. By contrast, Education focuses on schooling, Work Experience on past roles and responsibilities, and References on people who can vouch for you. A strong objective is specific to the job, mentions relevant skills or goals, and signals why you're a good match. For example, a brief line like "Seeking a marketing assistant position to apply data-driven campaign skills and creative problem solving" clearly communicates intent and alignment with the role.

4. Which credential is typically earned after completing a four-year college program?

- A. Master's degree
- B. Bachelor's degree**
- C. Associate's Degree
- D. Diploma

Completing a four-year college program typically yields a bachelor's degree. This undergraduate credential is earned after about four years of full-time study, combining general education courses with a major field. After earning the bachelor's, many students pursue a master's degree, which is a further graduate credential requiring additional study (often one to two years). An associate's degree is usually earned in about two years at a community or junior college and sits below a bachelor's in the hierarchy of undergraduate credentials. A diploma can be awarded through various programs and isn't tied to a standard four-year college path. So the bachelor's degree is the credential most commonly associated with finishing a four-year college program.

5. Which interview type commonly asks you to describe how you handled a past work situation?

- A. Behavioral Interviewing**
- B. Employment Interview
- C. Career Portfolio
- D. Cover Letter

In this type of interview, the focus is on evidence from real past work experiences. Interviewers ask you to describe a specific situation you faced, what you did about it, and what happened as a result. This helps them judge how you behave in actual work scenarios and whether your past actions predict future performance. The common structure used is to share a concrete example clearly—often using the Situation, Task, Action, and Result, so your story is easy to follow and shows how you applied relevant skills. Other interview formats don't center on recounting past behavior in detail. A general employment interview may cover a wide range of topics and isn't necessarily tied to concrete past actions. A career portfolio showcases work samples, achievements, and qualifications, but not the live narrative of handling a real situation in an interview. A cover letter is a written introduction and is not a live discussion of past workplace actions.

6. What document accompanies a resume to provide more information about you and explain your interest in the job?

- A. Resume
- B. Cover Letter**
- C. Biography
- D. Transcript

A cover letter accompanies a resume to introduce you and explain your interest in the job. While your resume lists where you've worked and what you've done, the cover letter connects those experiences to the specific position, showing why you're a good fit and what you can contribute. It also conveys your motivation and writing style, and is typically tailored to the employer and role. Biographies are general life stories, not tailored for a job application, and transcripts are academic records. So the cover letter best fits the purpose of providing more information about you and explaining your interest in the job.

7. Which attribute is described as 'answers the questions: who, what, where, when, why, which'?

- A. Specific**
- B. Timely
- C. Measurable
- D. Achievable

Specificity means describing details that leave no doubt about what will be done and by whom, where, when, and why. When a goal is specific, it answers who is involved, what will be accomplished, where it will occur, when it will happen, and which aspects matter. This clarity turns a vague aim into a concrete target you can plan around and measure progress against. That makes it the best fit for the description that those questions are answered, because it directly provides the exact scope and context of the goal. Other attributes focus on different dimensions: Timely adds timing and deadlines, Measurable adds criteria to track progress, and Achievable checks feasibility. They're important, but they don't define the goal's clarity about who/what/where/when/why/which the way specificity does.

8. Which term describes a program that provides part-time work to help students pay education expenses?

- A. Scholarship
- B. Work Study**
- C. Loan
- D. Financial Aid

This term describes a program that provides part-time work to help students pay education expenses. It's a form of financial aid that pairs eligible students with on-campus or approved off-campus jobs, using the earnings to cover costs like tuition, books, and living expenses. Unlike scholarships, which are gifts that don't require work, or loans, which must be repaid with interest, work-study gives you a job to earn money while you study. Financial aid is the broad category that includes work-study, scholarships, loans, and other supports; so the work-study option is the one that specifically links employment to paying education costs. It's designed to fit around a student's class schedule, often offering flexible hours and a convenient way to earn money without taking on debt.

9. What is the term for a two-year college degree?

- A. Bachelor's Degree
- B. Advanced Placement Course
- C. Associate's Degree**
- D. Grant

Two-year programs at community or junior colleges lead to an associate's degree. This credential is designed to be earned in about two years of full-time study, typically around 60 credit hours, and it can prepare you for certain careers or for transferring to a four-year program to pursue a bachelor's degree. A bachelor's degree, by contrast, usually takes about four years to complete. An Advanced Placement course is a high school course that can earn college credit but isn't a degree. A grant is a form of financial aid, not a degree.

10. Which term refers to a person who creates or runs their own business?

A. Entrepreneur

B. Community College

C. Dual Credit Courses

D. Elective Courses

An entrepreneur is a person who creates and runs their own business, taking on the risks and responsibilities that come with building a venture from the ground up. This term captures the initiative to identify a market need, develop a plan, gather resources, and manage operations to bring a product or service to life. For example, someone who starts a cafe, launches a tech startup, or opens a consulting firm is acting as an entrepreneur. The other terms describe things, not people or the act of starting a business. A community college is a higher education institution; dual credit courses are classes that let high school students earn college credit; elective courses are optional classes a student can choose.

SAMPLE

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://collegecareerreadiness.examzify.com>

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

SAMPLE