

CSI Construction Documents Technology (CDT) Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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 focus of Design Development?**
 - A. Technical issues of constructibility and integration of systems and components**
 - B. Final construction drawings and specifications**
 - C. Public relations and marketing strategies**
 - D. Regulatory approvals and permits**

- 2. OmniClass is best described as which of the following?**
 - A. A single table of cost data**
 - B. A multi-table informational framework for organizing information used by the architectural, engineering, and construction industry**
 - C. A coding system for environmental standards**
 - D. A template for contract agreements**

- 3. Which division handles Specialties?**
 - A. Division 10**
 - B. Division 13**
 - C. Division 04 21 13.13**
 - D. Section 20-29**

- 4. Shop Drawings are prepared by which entities?**
 - A. Architects**
 - B. Manufacturers, Suppliers, Subcontractors, and Contractors**
 - C. Owners**
 - D. Project Consultants**

- 5. Contract Document Modifications include which items?**
 - A. Change Orders; Construction Change Directive; Minor Changes in the Work.**
 - B. Change Orders.**
 - C. Construction Change Directive.**
 - D. Minor Changes in the Work.**

- 6. Which item described in procurement information is not contract documents?**
- A. Reference documents that do not belong in contract documents.**
 - B. Final contract drawings.**
 - C. Specifications.**
 - D. General conditions.**
- 7. In Post-Final Completion, what actions may the Owner take?**
- A. File claims for latent defects**
 - B. Terminate the contract**
 - C. Cancel the warranty**
 - D. Cease all payments**
- 8. Green Buildings aim to do what?**
- A. Reduce overall impact of the built environment by protecting occupant health and improving employee productivity.**
 - B. Maximize short-term profits.**
 - C. Minimize the use of all technologies.**
 - D. Prioritize aesthetics over function.**
- 9. Which item is included in the Project Identification section?**
- A. Name and address of addressed party.**
 - B. The environmental impact statement.**
 - C. The project's final finish schedule.**
 - D. The list of proposed submittals.**
- 10. Bid evaluation is conducted per procedures set forth in which document?**
- A. Instructions to Bidders**
 - B. General Conditions**
 - C. Project Schedule**
 - D. Specifications**

Answers

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

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Explanations

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1. What is the focus of Design Development?

- A. Technical issues of constructibility and integration of systems and components**
- B. Final construction drawings and specifications**
- C. Public relations and marketing strategies**
- D. Regulatory approvals and permits**

Design Development focuses on refining the design to ensure it is buildable and that all building systems fit together. At this stage, technical issues related to constructibility and the integration of structural, mechanical, electrical, plumbing, and other components are addressed. Designers and engineers detail how the concepts will be realized, check clearances and material compatibility, and align with codes and budget. The outcome is more defined drawings and specifications than in schematic design, but not the final Construction Documents yet. Final construction drawings and specs come in the Construction Documents phase, not Design Development, while public relations, marketing, and regulatory approvals/permits are not the primary focus of this stage.

2. OmniClass is best described as which of the following?

- A. A single table of cost data**
- B. A multi-table informational framework for organizing information used by the architectural, engineering, and construction industry**
- C. A coding system for environmental standards**
- D. A template for contract agreements**

OmniClass is a multi-table informational framework for organizing information used by the architectural, engineering, and construction industry. Rather than being one list or a single dataset, it provides several interconnected tables that classify different kinds of information—such as products, processes, tasks, resources, and more—so that data can be tagged consistently across disciplines and throughout a project lifecycle. This structure supports better data interoperability, retrieval, and reuse, especially in BIM and other information-management workflows, by furnishing a common language for describing what things are, how they relate, and how they are used. It isn't just a single table of cost data, so its purpose goes beyond pricing or budgeting alone. It also isn't a coding system focused on environmental standards, nor a template for contract agreements. Those tasks are handled by other standards or documents. The strength of OmniClass lies in its broad, reusable framework that helps organize diverse information in a consistent way, enabling more efficient collaboration and data exchange across the built environment.

3. Which division handles Specialties?

- A. Division 10**
- B. Division 13**
- C. Division 04 21 13.13**
- D. Section 20-29**

Specialties belong in Division 10 of the CSI MasterFormat. This division collects non-structural, built-in items that are specific to a project but aren't part of the major systems like structure, finishes, or MEP. Examples include toilet partitions, toilet accessories, signage, and other built-in items that are installed as finish or furnishing components. Keeping these items in Division 10 helps designers and contractors organize and specify these unique, often vendor-supplied components separately from the broader categories, ensuring clear procurement and coordination. The other options point to different divisions or sections that cover unrelated work, so they don't categorize items that are typically handled as Specialties.

4. Shop Drawings are prepared by which entities?

- A. Architects**
- B. Manufacturers, Suppliers, Subcontractors, and Contractors**
- C. Owners**
- D. Project Consultants**

Shop drawings come from the people who actually fabricate or install the components. They translate the approved design intent and specifications into detailed, fabrication-ready drawings that show exact dimensions, materials, finishes, connections, and how pieces fit together in the field. This work is typically done by manufacturers or fabricators, suppliers of components, subcontractors, and the general contractor who coordinates the installation. The architects and engineers provide the design drawings and performance criteria, but the on-the-line, shop-specific details are created by the entities doing the fabrication and installation. For example, a steel fabricator will produce shop drawings showing member sizes, welds, and bolt schedules; a glazing contractor will show glass thickness, panel layouts, and anchorage; a millwork shop will detail profiles, joints, and finishes. These shop drawings are then reviewed and coordinated with the design team before fabrication proceeds.

5. Contract Document Modifications include which items?

- A. Change Orders; Construction Change Directive; Minor Changes in the Work.**
- B. Change Orders.**
- C. Construction Change Directive.**
- D. Minor Changes in the Work.**

When contract documents need to be adjusted, there are three recognized mechanisms that can modify the project scope, price, or schedule. The best answer includes all three: Change Orders, Construction Change Directives, and Minor Changes in the Work. A Change Order is a formal written amendment signed by the owner, contractor, and architect that changes the contract sum and/or the contract time. A Construction Change Directive is used to authorize a change in the work before the price and schedule are settled, so construction can continue while terms are negotiated. Minor Changes in the Work are small changes that do not affect the contract sum or time and can be approved without a formal Change Order, typically by the architect. Since contract document modifications encompass these three pathways, choosing only one or two of them misses part of the mechanism for handling changes.

6. Which item described in procurement information is not contract documents?

- A. Reference documents that do not belong in contract documents.**
- B. Final contract drawings.**
- C. Specifications.**
- D. General conditions.**

Contract documents are the binding set that define the project's scope, technical requirements, and legal terms. Final contract drawings, specifications, and general conditions are all typical contract documents because they specify what must be built, how it must be built, and the rights and responsibilities of the parties. Reference documents that do not belong in contract documents are not part of the legal contract unless the contract explicitly incorporates them. They exist to guide understanding, provide standards, or offer background information, but they aren't the enforceable obligations unless specifically included by reference. Therefore, they are not contract documents by default. So, the item described as reference documents that do not belong in contract documents is the one that isn't considered a contract document. The others—final contract drawings, specifications, and general conditions—are contract documents and carry contractual weight. If a reference standard is later incorporated by explicit contract language, it becomes part of the contract; otherwise, it stays non-contractual background.

7. In Post-Final Completion, what actions may the Owner take?

- A. File claims for latent defects**
- B. Terminate the contract**
- C. Cancel the warranty**
- D. Cease all payments**

In Post-Final Completion, the main idea is that the owner still holds remedies for latent defects under the project's warranty or defect liability period. Latent defects are hidden problems that weren't discoverable during construction or at handover. Because these issues may appear after occupancy, the contract typically requires the contractor to repair or remediate them at no additional cost during the warranty period. So, filing claims for latent defects is the proper action to trigger those repairs or compensation. Other options don't fit this stage: terminating the contract is a remedy tied to performance issues during construction, not after final completion; canceling the warranty isn't a standard owner remedy and would remove protection; ceasing all payments isn't a recognized or appropriate response to latent defect claims and would create contractual violations.

8. Green Buildings aim to do what?

- A. Reduce overall impact of the built environment by protecting occupant health and improving employee productivity.**
- B. Maximize short-term profits.**
- C. Minimize the use of all technologies.**
- D. Prioritize aesthetics over function.**

Green buildings aim to reduce the overall impact of the built environment while protecting occupant health and improving employee productivity. This means designing spaces that use less energy and fewer resources, emit fewer pollutants, and provide healthier and more comfortable environments for people inside. When buildings are healthier and more comfortable, occupants are more productive, which is a key benefit alongside environmental savings. The other ideas miss the core purpose: focusing on short-term profits deals with finances rather than sustainability and health outcomes; minimizing the use of all technologies ignores the role that efficient, appropriate technologies play in reducing energy use and waste; prioritizing aesthetics over function contradicts the goal of creating spaces that support health, comfort, and performance.

9. Which item is included in the Project Identification section?

- A. Name and address of addressed party.**
- B. The environmental impact statement.**
- C. The project's final finish schedule.**
- D. The list of proposed submittals.**

Project Identification centers on clearly identifying the project and the people or entities involved. Including the name and address of the addressed party is essential because it specifies who the project is for and where correspondence and documents should be sent. This information anchors the project in the contract and ensures that all drawings, specs, and notices are associated with the correct project and reach the right owner or client representative. The environmental impact statement is part of regulatory or environmental documentation and covers impacts and approvals, not who the project is for. The final finish schedule belongs in the finishing or scheduling content, detailing work in place rather than identifying the project's parties. The list of proposed submittals is part of the administrative submittal workflow, not identification.

10. Bid evaluation is conducted per procedures set forth in which document?

- A. Instructions to Bidders**
- B. General Conditions**
- C. Project Schedule**
- D. Specifications**

Bid evaluation relies on the rules described in the Instructions to Bidders. This document lays out how bids are submitted, opened, and checked for responsiveness, as well as the criteria and process used to evaluate and compare bids to determine the award. It may specify required bid security, eligibility, substitutions, addenda handling, and any tie-breaking procedures, ensuring a fair and transparent selection. The General Conditions govern contract terms after award, not how bids are evaluated. The Project Schedule and Specifications describe what the project requires and when, not the bidding process.

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://csicdt.examzify.com>

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

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