

DAWIA CERTIFICATION 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. Which statement best describes the 'findings' in a Determination and Findings?**
 - A. They provide the factual basis supporting the determination
 - B. They are the dates of contract actions
 - C. They are the signatures of the contracting officer
 - D. They are the award amount
- 2. Only contracting officers acting within the scope of their authority are empowered to execute contract modifications on behalf of the Government. Government personnel shall not -**
 - A. Execute contract modifications
 - B. Act in such a manner as to cause the contractor to believe that they have authority to bind the Government
 - C. Direct or encourage the contractor to perform work that should be the subject of a contract modification
 - D. None of the above
- 3. To neutralize an OCI, which approach would be employed?**
 - A. Avoid the work entirely.
 - B. Mitigate by restricting data access.
 - C. Ignore the risk and proceed.
 - D. Exclude or limit participation in the source selection to neutralize.
- 4. Which of the following is NOT one of the three broad categories of Organizational Conflict of Interest (OCI)?**
 - A. Unequal access
 - B. Impaired objectivity
 - C. Biased ground rules
 - D. Conflicting loyalties
- 5. According to FAR 42.501(b), the Government shall foster cooperative relationships with contractors consistent with their overriding responsibility to which entity?**
 - A. The taxpayers
 - B. Shareholders
 - C. Customers
 - D. Employees

- 6. What is a Determination and Findings form, and when is it used?**
- A. A form used to record negotiations
 - B. The determination is a decision supported by the findings. These are used as written approval by an authorized official and required to justify taking certain contract actions.
 - C. A document listing competing quotes
 - D. A template for contract clauses
- 7. Which is one of the main types of contract termination?**
- A. Termination for convenience
 - B. Termination for default
 - C. Termination for noncompliance
 - D. Suspension of work
- 8. Implied actual authority can exist without an express agreement.**
- A. False
 - B. Only if there is a formal written contract
 - C. True
 - D. Only if the action is minor
- 9. Which phrase describes a category used when competition allows methods beyond sealed bids and competitive proposals?**
- A. Other competitive procedures
 - B. Sealed bids
 - C. Competitive proposals
 - D. Combination of competitive procedures
- 10. Which option lists a contract document among the choices?**
- A. Grants
 - B. Letter contracts
 - C. Grants and cooperative agreements
 - D. Cooperative agreements

Answers

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

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Explanations

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1. Which statement best describes the 'findings' in a Determination and Findings?

- A. They provide the factual basis supporting the determination**
- B. They are the dates of contract actions
- C. They are the signatures of the contracting officer
- D. They are the award amount

The key idea is that findings in a Determination and Findings are the factual basis that justifies the decision. They lay out the specific facts, evidence, and reasoning that support why the contracting action is appropriate, showing how those facts meet the regulatory criteria and lead to the chosen course of action. The findings connect what happened or what was observed to the authority cited and the conclusion drawn, providing the audit trail for accountability. They are not simply the dates of contract actions, nor the signatures of the contracting officer, nor the award amount, but the narrative that explains why the decision is warranted. For example, if a noncompetitive action is justified, the findings would describe the urgent need, market research, and any statutory authorities that support that choice, tying each fact to the determination.

2. Only contracting officers acting within the scope of their authority are empowered to execute contract modifications on behalf of the Government. Government personnel shall not -

- A. Execute contract modifications
- B. Act in such a manner as to cause the contractor to believe that they have authority to bind the Government
- C. Direct or encourage the contractor to perform work that should be the subject of a contract modification
- D. None of the above**

The situation hinges on who has the authority to bind the Government to a contract modification. Only contracting officers, acting within the scope of their delegated authority, may modify a contract. Government personnel must not step into that role by executing modifications, by acting in a way that could lead the contractor to believe they have authority to bind the Government, or by directing or encouraging work that should instead be covered by a contract modification. These behaviors bypass the proper approval and accountability chain and can create unauthorized obligations for the Government. Seeing None of the above as the best choice emphasizes that the essential idea is to keep modification authority exclusively with the contracting officer and to avoid any actions that could be interpreted as bypassing that authority. The practical takeaway is to defer all modification-related decisions to the CO and refrain from actions that could be construed as binding the Government outside that official channel.

3. To neutralize an OCI, which approach would be employed?

- A. Avoid the work entirely.
- B. Mitigate by restricting data access.
- C. Ignore the risk and proceed.
- D. Exclude or limit participation in the source selection to neutralize.**

Handling an Organizational Conflict of Interest in source selection. An OCI occurs when a contractor's financial, organizational, or personal interests could bias its judgment in the procurement process. The way to neutralize an OCI is to remove or limit the contractor's influence in the decision so the evaluation remains fair and objective. Excluding the conflicted entity from the source selection, or restricting its participation to the extent necessary to prevent bias (often accompanied by recusal from specific steps or data access), is the established remedy. This approach directly addresses the potential for biased recommendations by ensuring the decision-maker actions aren't clouded by the conflict. Why the other approaches aren't appropriate here: simply avoiding the work isn't a practical fix in most procurements; narrowly restricting data access without removing the participation in the decision can leave the bias unaddressed; ignoring the risk is not permissible and would violate procurement ethics and regulations. The selected remedy—excluding or limiting participation in the source selection—directly neutralizes the OCI by removing the source of bias from the critical decision-making process.

4. Which of the following is NOT one of the three broad categories of Organizational Conflict of Interest (OCI)?

- A. Unequal access
- B. Impaired objectivity
- C. Biased ground rules
- D. Conflicting loyalties**

Organizational Conflict of Interest shows up when a contractor's information, relationships, or process vulnerabilities could bias decisions or fairness in a procurement. The three broad categories capture the main ways this bias can arise. Unequal access to information means one party has material, nonpublic information that others evaluating the procurement do not have, giving an unfair advantage in the decision-making process. For example, if a contractor learns about the evaluation criteria in advance or has access to competitor proposals, their recommendations could be influenced. Impaired objectivity occurs when personal or financial interests, relationships, or incentives cloud judgment. This can happen if someone stands to gain from a particular outcome, leading them to evaluate or advise in a biased way. Biased ground rules refer to the structure of the procurement itself—how requirements, evaluation criteria, or performance measures are set up in a way that advantages a specific participant or limits competition. Conflicting loyalties, while a general concern in many contexts, is not one of the formal OCI categories used in this framework. It's not listed as one of the three broad categories, so it does not fit the defined OCI taxonomy.

5. According to FAR 42.501(b), the Government shall foster cooperative relationships with contractors consistent with their overriding responsibility to which entity?

A. The taxpayers

B. Shareholders

C. Customers

D. Employees

The Government's primary duty in contracting is to the taxpayers. FAR 42.501(b) sets up a cooperative relationship with contractors, but it must be guided by the Government's overriding responsibility to the taxpayers who fund public programs. This means all contract management aims for prudent use of public funds, accountability, and delivering value and integrity to the public. It isn't about shareholders, customers in the private sense, or employees; those are not the Government's fiduciary focus in this context.

6. What is a Determination and Findings form, and when is it used?

A. A form used to record negotiations

B. The determination is a decision supported by the findings. These are used as written approval by an authorized official and required to justify taking certain contract actions.

C. A document listing competing quotes

D. A template for contract clauses

A Determination and Findings form is a formal written decision that ties the chosen contract action to documented factual findings. The findings explain why the action is appropriate, and the determination states the official decision. Together they provide written approval by an authorized official to proceed with the action, creating an auditable rationale for why the contract action is necessary or justified. It's used for actions that require justification beyond routine procedures—such as noncompetitive actions, waivers, or other allowable exceptions—to ensure the decision is reviewed, documented, and approved in writing. This isn't simply recording negotiations, listing quotes, or serving as a template for contract clauses; those are unrelated functions.

7. Which is one of the main types of contract termination?

A. Termination for convenience

B. Termination for default

C. Termination for noncompliance

D. Suspension of work

Terminating a contract can be done in several ways, with termination for convenience being one of the main avenues. This option lets the agency end the contract at its discretion, often to adjust to shifting priorities or budget constraints, even if the contractor has been performing well. The contractor typically is paid for work completed and for closeout costs, and the contract is concluded according to established procedures. This differs from termination for default, which occurs when the contractor fails to meet essential terms, and carries different consequences and remedies. Suspension of work is only a pause and does not terminate the contract, and termination for noncompliance isn't a distinct standard term beyond termination for default.

8. Implied actual authority can exist without an express agreement.

- A. False
- B. Only if there is a formal written contract
- C. True**
- D. Only if the action is minor

Authority can come from circumstances, not just from a written agreement. Implied actual authority exists when the principal's conduct, the agent's role, and the past dealings between them make it reasonable for the agent to act in a certain way, even without an express contract. For instance, a branch manager who routinely approves routine purchases within a set budget is typically understood to have the authority to do so, even if there's no specific written clause granting that power. This type of authority is inferred from the relationship and behavior of the principal, rather than from a formal agreement. It's distinct from apparent authority, which depends on how a third party perceives the agent's power based on the principal's representations. So, implied actual authority can exist without an express agreement, making the statement true.

9. Which phrase describes a category used when competition allows methods beyond sealed bids and competitive proposals?

- A. Other competitive procedures**
- B. Sealed bids
- C. Competitive proposals
- D. Combination of competitive procedures

In federal procurement, competition isn't limited to just sealed bids or competitive proposals. When an agency uses a method that provides competition but doesn't fit those two forms, it falls under the category called other competitive procedures. This label exists to cover alternative, yet still competitive, ways to award contracts that aren't strictly sealed bidding or traditional competitive proposals. The other options describe the two standard methods or a nonstandard phrase that isn't recognized as a formal category, so they don't describe this scenario.

10. Which option lists a contract document among the choices?

- A. Grants
- B. Letter contracts**
- C. Grants and cooperative agreements
- D. Cooperative agreements

In government contracting, a contract document is a binding agreement that authorizes work and sets the terms for procurement. A letter contract fits this role because it is a written instrument that authorizes the contractor to begin performance immediately, even if the final, formal contract isn't fully executed yet. It becomes a contract with enforceable terms once issued and can cover essential elements like scope, price, and schedule, allowing work to start without delay. Grants and cooperative agreements, on the other hand, are forms of assistance instruments used to transfer funds or provide support to recipients, often with different oversight and involvement arrangements. A single cooperative agreement is also an assistance instrument, not a contract. Therefore, the option that lists a contract document is the one that identifies a letter contract.

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://dawia.examzify.com>

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

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