

DocuSign eSign Practice Test (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 role of an executive sponsor in a project?**
 - A. Conduct training sessions**
 - B. Provide clear direction for the program strategy**
 - C. Manage the project budget**
 - D. Oversee day-to-day operations**

- 2. How does the "In-Person Signer" feature function in DocuSign?**
 - A. It requires an external device for signing**
 - B. It can only be used in retail locations**
 - C. It enables signing directly in front of another party**
 - D. It does not require any registration**

- 3. Where can you review signing and sending setting changes made to an account?**
 - A. Settings > Security > Change Logs**
 - B. Settings > User Management**
 - C. Settings > Auditing > Audit Logs**
 - D. Account Settings > Notifications**

- 4. What must be completed before requesting sign-off for UAT?**
 - A. The accounting team must approve the budget**
 - B. Quality Assurance has reviewed and approved each test scenario**
 - C. All envelopes need to be sent for testing**
 - D. The project has been publicly announced**

- 5. What are the business requirements used for in DocuSign?**
 - A. Determining the right pricing plan**
 - B. Choosing between Web application or API automation**
 - C. Setting user permissions**
 - D. Managing mail notifications**

- 6. What is automatically triggered once the contract is signed?**
- A. The renewal process**
 - B. The billing process**
 - C. The delivery process**
 - D. The cancellation process**
- 7. What is a primary feature of DocuSign's eSignature platform?**
- A. Support for handwritten signatures only**
 - B. Integration with various third-party applications**
 - C. Offline signing capability exclusively**
 - D. Storage of documents in physical form**
- 8. During a Discovery project milestone, which of the following is considered a common deliverable?**
- A. Technical support documentation**
 - B. Implementation guide**
 - C. Business requirements documentation**
 - D. User manuals**
- 9. What is the importance of the Quality Assurance team in the UAT process?**
- A. They provide marketing support**
 - B. They ensure proper review and approval of test scenarios**
 - C. They handle user feedback**
 - D. They allocate budget for the project**
- 10. Which feature of DocuSign supports multiple languages for international users?**
- A. Language-switching capability**
 - B. Universal templates**
 - C. Limited to English only**
 - D. Local language limitations**

Answers

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

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Explanations

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1. What is the role of an executive sponsor in a project?

- A. Conduct training sessions
- B. Provide clear direction for the program strategy**
- C. Manage the project budget
- D. Oversee day-to-day operations

The role of an executive sponsor in a project is fundamentally about providing clear direction for the program strategy. This position typically involves high-level guidance and support, ensuring that the project aligns with the overall business objectives and vision of the organization. The executive sponsor plays a crucial part in advocating for the project, securing necessary resources, and facilitating communication between stakeholders, thereby helping to steer the project towards its goals. In contrast, conducting training sessions is generally handled by trainers or team members with specific knowledge, while managing the project budget pertains to project managers who track financial resources. Overseeing day-to-day operations usually falls under the role of project managers or team leads who focus on the execution of tasks and activities as part of the project's implementation. Therefore, the executive sponsor's strategic focus is vital for keeping the project aligned with organizational priorities and driving it toward success.

2. How does the "In-Person Signer" feature function in DocuSign?

- A. It requires an external device for signing
- B. It can only be used in retail locations
- C. It enables signing directly in front of another party**
- D. It does not require any registration

The "In-Person Signer" feature in DocuSign allows a user to sign a document directly in front of another party. This functionality is particularly useful for situations where physical presence is important, enabling one person to sign on behalf of another while both are in the same location. This can enhance the trust and efficiency of the signing process, as it simplifies the steps normally required when signing remotely. The option that indicates that it requires an external device for signing is not accurate, as the feature relies on the existing capabilities of DocuSign without needing additional hardware. Similarly, the option suggesting that it can only be used in retail locations is limiting, as the feature can be applied in various settings wherever the parties are present. Lastly, stating that it does not require any registration overlooks the fact that signers typically need to be identified in some capacity to ensure the legitimacy of the signing process. Overall, the ability to enable signing directly in front of another party is the defining characteristic of the "In-Person Signer" feature within DocuSign.

3. Where can you review signing and sending setting changes made to an account?

- A. Settings > Security > Change Logs**
- B. Settings > User Management**
- C. Settings > Auditing > Audit Logs**
- D. Account Settings > Notifications**

Reviewing signing and sending setting changes made to an account can be done through the audit logs. The audit logs provide a detailed record of various actions taken within the account, including changes to settings related to signing and sending. This feature is crucial for tracking modifications over time, ensuring that users can maintain compliance and security protocols by observing what changes were made, who made them, and when they occurred. The other options focus on different aspects of account management. User Management typically deals with user roles and permissions rather than changes to signing and sending settings. Notifications manage alerts and communications but do not provide a log of setting changes. The Change Logs under Security would pertain to security-related changes but not specifically to settings linked to signing and sending activities. Therefore, the audit logs represent the most relevant tool for reviewing those specific changes in DocuSign.

4. What must be completed before requesting sign-off for UAT?

- A. The accounting team must approve the budget**
- B. Quality Assurance has reviewed and approved each test scenario**
- C. All envelopes need to be sent for testing**
- D. The project has been publicly announced**

Before requesting sign-off for User Acceptance Testing (UAT), it is essential that Quality Assurance (QA) has thoroughly reviewed and approved each test scenario. This step is crucial because QA ensures that all the functionalities and specifications outlined in the project requirements are adequately tested and validated. Their approval signifies that the application meets the necessary standards and is functioning as intended before it is presented to end-users for acceptance. If QA has not completed their review, there may be unresolved issues or defects in the software that could lead to negative user experiences or failures in meeting the project objectives. By ensuring that QA validates the test scenarios beforehand, the project team can confidently move forward, knowing that the product is ready for the end-users to test and provide their feedback during UAT. This leads to a smoother acceptance process and helps align the final product with user expectations.

5. What are the business requirements used for in DocuSign?

- A. Determining the right pricing plan
- B. Choosing between Web application or API automation**
- C. Setting user permissions
- D. Managing mail notifications

The business requirements in DocuSign are essential for assessing how your organization will utilize the platform, especially in terms of functionality and integration with existing systems. This is why they play a critical role in choosing between a web application for user interface interactions or API automation for more robust, backend solutions. When businesses define their requirements, they clarify what processes need to be automated, how users will interact with the system, and what level of integration is necessary with other software. This understanding drives the decision on whether a simple web application suffices or whether the deeper functionality provided by API automation is needed to meet the operational demands. Effective identification of these business requirements enables organizations to streamline their workflows and maximize efficiency, thereby making the right choice between different deployment methods. This consideration influences not just current needs but future scalability as well, making it a key factor in the successful implementation of DocuSign solutions.

6. What is automatically triggered once the contract is signed?

- A. The renewal process
- B. The billing process**
- C. The delivery process
- D. The cancellation process

The billing process is automatically triggered once the contract is signed because signing a contract often signifies an agreement to provide services or goods, which usually entails a payment obligation. When a contract is finalized with signatures from the involved parties, it typically initiates various downstream activities, and billing is a primary focus in many business transactions. The signed contract serves as an authorization to proceed with billing the client for the agreed-upon terms, such as pricing, payment schedules, and other financial details. In contrast, the renewal process, delivery process, and cancellation process may or may not be directly influenced by a contract being signed. Renewal would depend on the specific terms regarding the duration of the contract. Delivery relates to the execution of terms, which is not a guaranteed follow-up to the signing of a contract itself. Cancellation pertains to situations where parties decide not to proceed, which doesn't align with the intent of completing a contract. Therefore, the process that is most consistently triggered by contract signing is billing.

7. What is a primary feature of DocuSign's eSignature platform?

- A. Support for handwritten signatures only**
- B. Integration with various third-party applications**
- C. Offline signing capability exclusively**
- D. Storage of documents in physical form**

One of the primary features of DocuSign's eSignature platform is its integration with various third-party applications. This capability allows users to connect DocuSign with other software and services they may already be using, such as CRM systems, document management tools, and other business applications. This seamless integration enhances workflow efficiency and streamlines the signing process by enabling users to send documents for signature directly from their preferred platforms, thereby increasing productivity and improving user experience. This feature reflects the modern need for interoperability among tools in the digital workspace, making it easier for businesses to manage agreements and documents without having to switch between multiple applications. Integration also allows for automation of processes, creating a more cohesive system for document management and signature collection.

8. During a Discovery project milestone, which of the following is considered a common deliverable?

- A. Technical support documentation**
- B. Implementation guide**
- C. Business requirements documentation**
- D. User manuals**

In the context of a Discovery project milestone, business requirements documentation is a vital deliverable as it outlines and captures the specific needs and expectations of stakeholders and users. This documentation serves as a foundational element that informs subsequent phases of the project, such as design and implementation. The process of discovery focuses on understanding what the business aims to achieve, the challenges faced, and the requirements that must be met to provide effective solutions. Thus, collecting and documenting these business requirements helps ensure that the project aligns with the organization's goals and effectively addresses the needs of its users. While technical support documentation, implementation guides, and user manuals are essential components of a project lifecycle, they typically come later in the process once the requirements have been established and the project moves toward execution and support phases. Business requirements documentation specifically sets the stage for those later deliverables by clarifying what the project seeks to accomplish from a business perspective.

9. What is the importance of the Quality Assurance team in the UAT process?

- A. They provide marketing support**
- B. They ensure proper review and approval of test scenarios**
- C. They handle user feedback**
- D. They allocate budget for the project**

The role of the Quality Assurance (QA) team in the User Acceptance Testing (UAT) process is crucial because they are responsible for ensuring that the test scenarios are thoroughly reviewed and approved before the testing begins. This involves validating that the scenarios align with the project requirements and user expectations, which is essential for identifying potential issues early on. By carefully examining the test cases, the QA team helps to ensure that the product being tested meets the necessary standards and functions correctly from a user perspective. Proper review and approval of test scenarios by the QA team foster a smoother UAT process since well-defined scenarios lead to more accurate testing outcomes. This ultimately helps in minimizing the risk of overlooking critical functionalities and improves the likelihood of project success by ensuring that the final product is reliable and meets user needs. The QA team's involvement is pivotal in establishing a strong foundation for user feedback, which can be utilized to make further refinements and ensure a high-quality end result.

10. Which feature of DocuSign supports multiple languages for international users?

- A. Language-switching capability**
- B. Universal templates**
- C. Limited to English only**
- D. Local language limitations**

The language-switching capability is a prominent feature of DocuSign that allows users to select their preferred language for the platform's interface and documents. This feature facilitates better user experience for international clients and users by providing accessibility in various languages, which is crucial for effective communication and document management in a global business environment. It ensures that users can navigate the platform easily and understand the content without language barriers, promoting ease of use and enhancing the overall user experience. In contrast, universal templates are designed to be consistent and reusable but do not inherently support multiple language options. Limiting the system to English only would hinder its usability for non-English speakers, which contradicts the goal of providing a versatile e-signature solution for a diverse user base. Similarly, local language limitations would imply restrictions in language options, which does not align with the feature aimed at accommodating international users. Thus, language-switching capability stands out as the correct answer that directly supports multilingual functionalities within DocuSign.

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://docusignesign.examzify.com>

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

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