

DOCUSIGN ESIGN PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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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 purpose of "Tags" in DocuSign?**
 - A. To mark unrelated documents
 - B. To indicate where signatures and other inputs are required
 - C. To categorize documents by type
 - D. To provide an archive reference
- 2. What do SMEs contribute to the project?**
 - A. Extensive knowledge of existing agreement processes
 - B. Financial resources and budget allocation
 - C. Performance evaluations
 - D. Team morale boosting
- 3. What information is required in a bulk send recipient list?**
 - A. Email and name of recipients
 - B. Phone number and address
 - C. Birthday and email
 - D. Name and role only
- 4. What is a primary objective when discussing current state vs. future state in a Discovery phase?**
 - A. To eliminate all manual processes
 - B. To compare costs of different solutions
 - C. To determine what functionality the customer would like to adopt
 - D. To review past project successes
- 5. What role does "Account Settings" play in DocuSign?**
 - A. It enhances document security options
 - B. It allows users to configure preferences such as notifications and security
 - C. It tracks the status of all sent documents
 - D. It customizes the appearance of documents
- 6. If an email notification status is 'Auto Responded', what should be done?**
 - A. Ignore the notification
 - B. Correct the email address of the recipient
 - C. Wait for 24 hours
 - D. Send the document again

- 7. What does "template matching" refer to in DocuSign?**
- A. The ability to create new documents from scratch
 - B. Automatically suggesting similar documents
 - C. Using a previously created document from a template list
 - D. Customizing documents for specific recipients
- 8. What type of documents is DocuSign primarily designed to manage?**
- A. Handwritten notes
 - B. Digital and electronic documents
 - C. Physical paper documents only
 - D. Audio recordings
- 9. What is a business requirement regarding document signing as per best practices?**
- A. All documents must be signed in person
 - B. All documents can only be signed electronically
 - C. Only important documents require electronic signatures
 - D. Documents may be signed using any method preferred by the sender
- 10. What is the primary responsibility of a project manager?**
- A. Manage financial budgets
 - B. Lead the implementation plan
 - C. Select team members for the project
 - D. Conduct training sessions

Answers

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

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Explanations

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1. What is the purpose of "Tags" in DocuSign?

- A. To mark unrelated documents
- B. To indicate where signatures and other inputs are required**
- C. To categorize documents by type
- D. To provide an archive reference

The purpose of "Tags" in DocuSign is to indicate where signatures and other inputs are required. This feature is essential in the document signing process because it allows the sender to specify precise locations on the document where recipients need to take action, such as signing, dating, or filling in required information. By using tags effectively, document senders can streamline the signing experience, ensuring that all necessary actions are clearly highlighted and that recipients can easily navigate through the document. This enhances the overall efficiency of document management and helps ensure compliance with necessary signing requirements.

2. What do SMEs contribute to the project?

- A. Extensive knowledge of existing agreement processes**
- B. Financial resources and budget allocation
- C. Performance evaluations
- D. Team morale boosting

Subject Matter Experts (SMEs) play a crucial role in any project by bringing in-depth knowledge and expertise related to specific areas, which is vital for informed decision-making. Their extensive understanding of existing agreement processes allows them to navigate complexities, identify potential pitfalls, and suggest best practices that ensure project objectives are met efficiently. While financial resources and budget allocation, performance evaluations, and team morale boosting are important aspects of project management, these contributions do not align specifically with the core role of an SME. SMEs focus mainly on providing insights and guidance based on their specialized knowledge, which directly supports the project's success. Their ability to clarify processes and inform the team of critical details enhances the overall effectiveness of the project.

3. What information is required in a bulk send recipient list?

- A. Email and name of recipients**
- B. Phone number and address
- C. Birthday and email
- D. Name and role only

In a bulk send recipient list, the essential information required includes the email and name of recipients. This information is critical because it allows the system to accurately identify each recipient and direct the documents to the correct email address for signing. The email serves as the primary means of communication, ensuring that each participant receives the necessary notifications and links to access the documents they need to sign. The name is equally important as it facilitates personalization and helps the sender maintain an organized list of recipients. While other options may include relevant types of information, they do not meet the necessity for bulk sending. For example, phone numbers and addresses can be supplementary but are not required for the bulk sending process itself. Birthdays are not relevant at all in the context of document signing and recipient identification. Lastly, while knowing the name and role could be beneficial in some scenarios, the minimum requirements for the bulk send list focus strictly on the combination of email and name to effectively manage and streamline the signing process.

4. What is a primary objective when discussing current state vs. future state in a Discovery phase?

- A. To eliminate all manual processes
- B. To compare costs of different solutions
- C. To determine what functionality the customer would like to adopt**
- D. To review past project successes

The primary objective of discussing the current state versus the future state during the Discovery phase is to determine what functionality the customer would like to adopt. This phase is crucial for understanding the client's needs and expectations, allowing the team to identify gaps between the existing capabilities and the desired outcomes. By focusing on the future state, stakeholders can articulate their goals, desired features, and overall vision for the transformation that they seek. This ensures that the developed solution aligns closely with the customer's aspirations and requirements, paving the way for successful implementation. While the elimination of manual processes, cost comparisons, and reviews of past project successes may also be relevant in different contexts, they do not capture the primary aim of the Discovery phase as effectively as identifying desired functionality does. Understanding what functionality the customer wants is essential for guiding the design and development process toward a solution that truly meets their needs.

5. What role does "Account Settings" play in DocuSign?

- A. It enhances document security options
- B. It allows users to configure preferences such as notifications and security**
- C. It tracks the status of all sent documents
- D. It customizes the appearance of documents

The role of "Account Settings" in DocuSign primarily revolves around enabling users to configure various preferences that enhance their overall experience while using the platform. This includes managing notifications, which allows users to decide how and when they want to be alerted about document activity. Additionally, users can set security preferences, such as two-factor authentication or access restrictions, ensuring their account and documents remain secure. This functionality is essential for tailoring the application to individual needs, making it a critical component of user experience and security management within DocuSign. Such customization empowers users to utilize the platform effectively, adapting features to fit their workflows and preferences.

6. If an email notification status is 'Auto Responded', what should be done?

- A. Ignore the notification
- B. Correct the email address of the recipient**
- C. Wait for 24 hours
- D. Send the document again

When an email notification status shows 'Auto Responded', it indicates that the recipient's email server has automatically replied to the message, typically with a notification that the recipient is unavailable or that their inbox is not currently receiving messages. This often happens when the recipient is out of office or if their email address is incorrect. Choosing to correct the email address of the recipient is appropriate because it addresses the fundamental issue that might be causing the auto response. If the email address is incorrect, the document will never reach the intended recipient, leading to communication delays. By ensuring that the email address is accurate, you increase the likelihood of the recipient receiving the email and thus responding to the document in question. Other options, like waiting for 24 hours or sending the document again without correcting the email, do not resolve the underlying issue. Ignoring the notification would also be unproductive, as it does not lead to any action that could facilitate the successful delivery of the document. Therefore, correcting the email address is the most proactive and effective step to take.

7. What does "template matching" refer to in DocuSign?

- A. The ability to create new documents from scratch
- B. Automatically suggesting similar documents
- C. Using a previously created document from a template list**
- D. Customizing documents for specific recipients

Template matching in DocuSign refers specifically to the use of a previously created document from a template list. This feature allows users to efficiently reuse documents that have been designed for specific purposes, saving time and ensuring consistency across similar transactions. By utilizing templates, organizations can maintain a standard format for documents such as contracts, agreements, or forms, which streamlines the signing process and minimizes errors. The ability to create new documents from scratch and customizing documents for specific recipients both involve creating or modifying documents in real-time, which is different from the concept of template matching. Automatically suggesting similar documents pertains more to document management and retrieval rather than the process of selecting from a pre-defined list of templates. Thus, the focus on reusing established templates for efficiency and consistency is what defines template matching in DocuSign.

8. What type of documents is DocuSign primarily designed to manage?

- A. Handwritten notes
- B. Digital and electronic documents**
- C. Physical paper documents only
- D. Audio recordings

DocuSign is primarily designed to manage digital and electronic documents, which is essential for facilitating the electronic signing process. This capability enables users to send, sign, and manage documents online, streamlining workflows and enhancing efficiency. By focusing on digital formats, DocuSign allows for features like real-time tracking, automated notifications, and secure storage, which traditional paper documents cannot provide. In contrast, options like handwritten notes and audio recordings do not align with the functionalities of DocuSign, as the platform is built specifically for electronic document processing. Physical paper documents also fall outside of the primary use case for DocuSign, as the service aims to reduce reliance on printing and mailing, thus promoting a more environmentally friendly and efficient approach to document handling.

9. What is a business requirement regarding document signing as per best practices?

- A. All documents must be signed in person
- B. All documents can only be signed electronically**
- C. Only important documents require electronic signatures
- D. Documents may be signed using any method preferred by the sender

The best practice regarding document signing in a business context emphasizes that all documents can be signed electronically. This approach aligns with modern workflows that prioritize efficiency, security, and convenience. Electronic signatures provide a legally binding alternative to traditional ink signatures, facilitating faster transaction times and reducing the need for physical document handling. Furthermore, adopting electronic signatures helps businesses streamline their processes and improve their overall operational efficiency. By allowing all documents to be signed electronically, organizations can reduce delays associated with in-person signings, avoid logistical challenges, and enhance the customer experience. This practice also enables businesses to maintain compliance with various regulations that recognize electronic signatures as valid, thus ensuring that all signed documents are legally enforceable.

10. What is the primary responsibility of a project manager?

- A. Manage financial budgets
- B. Lead the implementation plan**
- C. Select team members for the project
- D. Conduct training sessions

The primary responsibility of a project manager is to lead the implementation plan. This involves overseeing the execution of the project from start to finish, ensuring that it aligns with the goals and objectives set forth in the planning stages. Leading the implementation plan entails coordinating resources, managing timelines, and facilitating communication among team members and stakeholders to ensure that the project progresses smoothly and meets its deadlines. Although managing financial budgets, selecting team members, and conducting training sessions are important aspects of project management, they fall under the broader umbrella of leading the implementation of the project. The project manager needs to ensure that all these components function well together to achieve the project's success, but their core focus is on guiding the project through its lifecycle, ensuring that every aspect aligns with the overall strategy and goal.

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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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