

E-Verify I-9 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 a condition that could lead to termination of employment due to E-Verify?**
 - A. If an employee fails to submit their application on time**
 - B. If an employee contests a TNC but does not resolve it**
 - C. If an employee misplaces their identification documents**
 - D. If an employee refuses to complete training**

- 2. What should employers do if they find errors on the I-9 forms during an audit?**
 - A. Ignore them to avoid complications**
 - B. Correct the errors and retain the documentation**
 - C. Revisit the audit guidelines before proceeding**
 - D. Ask employees to complete new forms**

- 3. Do federal contractors have to enroll in E-Verify after receiving a contract award?**
 - A. Yes, within 30 days**
 - B. No, it's optional**
 - C. Yes, but within 90 days**
 - D. No, only certain types are required**

- 4. Are employers required to complete I-9 forms for independent contractors?**
 - A. Yes, for all contractors**
 - B. No, they are not required**
 - C. Only if they work on-site**
 - D. Yes, but only for contracted workers**

- 5. Who is responsible for completing Section 2 of the I-9 form?**
 - A. The employee**
 - B. The employer**
 - C. A third-party verification service**
 - D. The HR department only**

- 6. What is the consequence of not properly completing the I-9 Form?**
- A. Fines or penalties may be imposed**
 - B. Limited job opportunities**
 - C. No major consequences**
 - D. Immediate termination of the employee**
- 7. What is one of the responsibilities of the SSA in the E-Verify process?**
- A. To process payroll for employers**
 - B. To safeguard information provided by employers**
 - C. To determine employee eligibility**
 - D. To provide initial training for employers**
- 8. What happens if an employee does not contest a tentative non-confirmation?**
- A. The employer must keep the employee**
 - B. The employee cannot reapply for a new position**
 - C. The tentative non-confirmation becomes final**
 - D. The employee will receive a warning**
- 9. Why is it essential to train staff on I-9 and E-Verify compliance?**
- A. To ensure compliance with all federal regulations**
 - B. To reduce training costs**
 - C. To enhance team bonding and morale**
 - D. To reduce error rates and avoid potential legal issues**
- 10. What is the consequence of not submitting E-Verify results in a timely manner?**
- A. No consequences are enforced**
 - B. The employer may face penalties**
 - C. The employee will be promoted**
 - D. The employee's wages will be adjusted**

Answers

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

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Explanations

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- 1. What is a condition that could lead to termination of employment due to E-Verify?**
 - A. If an employee fails to submit their application on time**
 - B. If an employee contests a TNC but does not resolve it**
 - C. If an employee misplaces their identification documents**
 - D. If an employee refuses to complete training**

The scenario where an employee contests a Tentative Nonconfirmation (TNC) but does not resolve it is a valid condition that could lead to termination of employment due to E-Verify. When an employee receives a TNC, they are given the opportunity to dispute the finding and provide additional evidence to verify their eligibility to work in the United States. If the employee does not take action to resolve the TNC within the specified time frame, it indicates that the employee has failed to establish their eligibility, which is a critical requirement for employment. This process is designed to ensure that all employees are legally authorized to work. When an employee contests the TNC but fails to follow through with the resolution process, the employer must ultimately act in accordance with the E-Verify program requirements, leading to the possibility of termination if the employee's work eligibility remains unverified. In contrast, factors such as failing to submit an application on time, misplacing identification documents, or refusing training do not directly relate to the verification of employment eligibility as mandated by E-Verify. They may impact the employment situation but do not constitute a direct implementation of E-Verify procedures that could lead to termination on the grounds of work authorization.

- 2. What should employers do if they find errors on the I-9 forms during an audit?**
 - A. Ignore them to avoid complications**
 - B. Correct the errors and retain the documentation**
 - C. Revisit the audit guidelines before proceeding**
 - D. Ask employees to complete new forms**

Employers are required to ensure that all forms are accurate and compliant with regulations during an audit. When errors are identified on the I-9 forms, the appropriate action is to correct those errors and retain the documentation that supports those corrections. This process not only helps maintain accurate records but also demonstrates the employer's commitment to following employment verification laws. Correcting errors should be done in a way that is transparent and compliant with regulations, which often involves providing notes or explanations for the changes made. Retaining documentation of the errors and the corrections adds an important layer of accountability and can be valuable if there is ever a need to justify actions taken during an audit. Taking corrective action fosters a culture of compliance and helps protect the employer from potential penalties associated with inaccurate or incomplete documentation. It also reassures employees that their information is being handled correctly.

3. Do federal contractors have to enroll in E-Verify after receiving a contract award?

- A. Yes, within 30 days**
- B. No, it's optional**
- C. Yes, but within 90 days**
- D. No, only certain types are required**

Federal contractors are required to enroll in E-Verify as part of their obligations under the Federal Acquisition Regulation (FAR). Specifically, they must complete this enrollment within 30 days of receiving a contract award that includes the E-Verify requirement. This policy ensures that contractors are verifying the employment eligibility of their employees as a condition of doing business with the federal government. By enforcing this timeline, the federal government aims to promote compliance with immigration laws and ensure that employment practices among federal contractors meet the standards set forth in the law. This requirement applies broadly to contractors receiving federal contracts, thus affirming the necessity of prompt enrollment in the E-Verify program to maintain eligibility for the contract.

4. Are employers required to complete I-9 forms for independent contractors?

- A. Yes, for all contractors**
- B. No, they are not required**
- C. Only if they work on-site**
- D. Yes, but only for contracted workers**

Employers are not required to complete I-9 forms for independent contractors because the form is specifically designed for employees hired for permanent, temporary, or seasonal positions. The I-9 form is used to verify the identity and employment authorization of individuals who are being employed. Independent contractors operate under different terms because they are self-employed and typically do not have the same employer-employee relationship as traditional employees. Since independent contractors provide services through their own businesses or as sole proprietors, the responsibility to verify identity and eligibility to work lies with them, not the hiring entity. Therefore, while employers must ensure compliance with applicable labor laws regarding independent contractors, the I-9 process is not part of the requirements for these types of workers. This understanding helps clarify compliance and ensures that employers focus on the right obligations for their workforce.

5. Who is responsible for completing Section 2 of the I-9 form?

- A. The employee**
- B. The employer**
- C. A third-party verification service**
- D. The HR department only**

The correct answer is that the employer is responsible for completing Section 2 of the I-9 form. Section 2 requires the employer or an authorized representative to review the employee's documents that establish identity and employment authorization. This section must be completed within three business days of the employee's start date. The purpose of Section 2 is to verify that the documents presented by the employee are valid and belong to them. This involves checking the documents' authenticity and recording the details in the I-9 form. By putting this responsibility on the employer, it ensures compliance with federal regulations and helps maintain the integrity of the employment verification process. While other roles, such as the employee providing documents or an HR department being involved in the process, are important, they do not hold the responsibility of completing Section 2. A third-party verification service may assist in the verification process but cannot replace the employer's duty to ensure that the I-9 form is filled out properly.

6. What is the consequence of not properly completing the I-9 Form?

- A. Fines or penalties may be imposed**
- B. Limited job opportunities**
- C. No major consequences**
- D. Immediate termination of the employee**

The consequence of not properly completing the I-9 Form is that fines or penalties may be imposed. The I-9 Form is a critical document that verifies an employee's eligibility to work in the United States. Employers are required to complete this form accurately and maintain it on file for a specified period. If an employer fails to do so, they can face significant penalties, including monetary fines for errors, omissions, or failure to provide the necessary documentation. Additionally, employers may also be subjected to audits by the U.S. Citizenship and Immigration Services (USCIS) or the Department of Homeland Security, which can further exacerbate legal issues and lead to compliance actions. Proper completion of the I-9 Form is not just a best practice but a legal requirement, aimed at preventing illegal employment and maintaining the integrity of the workforce in the U.S.

7. What is one of the responsibilities of the SSA in the E-Verify process?

- A. To process payroll for employers**
- B. To safeguard information provided by employers**
- C. To determine employee eligibility**
- D. To provide initial training for employers**

The Social Security Administration (SSA) plays a crucial role in the E-Verify process, particularly when it comes to safeguarding information provided by employers. This responsibility is vital to maintaining the integrity and confidentiality of sensitive data submitted during the E-Verify process. The SSA is tasked with ensuring that the information is protected against unauthorized access and breaches, which helps maintain trust between the agency, employers, and employees. The other responsibilities mentioned, like processing payroll or determining employee eligibility, lie outside the SSA's primary functions in relation to E-Verify. Payroll processing is an employer responsibility, while eligibility determination is typically conducted through a feedback loop involving both the SSA and the Department of Homeland Security (DHS), rather than solely by the SSA. Providing initial training for employers relates more closely to the responsibilities of the E-Verify program administrators rather than the SSA itself.

8. What happens if an employee does not contest a tentative non-confirmation?

- A. The employer must keep the employee**
- B. The employee cannot reapply for a new position**
- C. The tentative non-confirmation becomes final**
- D. The employee will receive a warning**

When an employee receives a tentative non-confirmation (TNC) from the E-Verify system, it indicates that there is a discrepancy between the information provided by the employee on their I-9 form and the information in government databases. If the employee does not contest this TNC, it leads to an automatic process whereby the TNC becomes finalized. Once the tentative non-confirmation becomes final, it can have significant implications for the employee's employment status. The employer is not obligated to keep the employee if the TNC remains unresolved, and thus the employee may lose their job. The context of this process emphasizes the importance of contesting a TNC. Contesting allows employees to address and potentially correct the discrepancies, which can lead to confirmation of their employment eligibility. Not taking action means the finality of the TNC directly impacts their employment situation. In contrast, the other options do not accurately reflect the consequences of failing to contest a TNC. For instance, the inability to reapply for a new position or receiving a warning would not typically stem from the TNC becoming final. The policies surrounding E-Verify are designed to ensure that discrepancies are resolved promptly, reinforcing the need for employees to participate in the process actively.

9. Why is it essential to train staff on I-9 and E-Verify compliance?

- A. To ensure compliance with all federal regulations**
- B. To reduce training costs**
- C. To enhance team bonding and morale**
- D. To reduce error rates and avoid potential legal issues**

Training staff on I-9 and E-Verify compliance is crucial because it directly contributes to reducing error rates and avoiding potential legal issues. The I-9 form is a vital component of the employee verification process, ensuring that only individuals authorized to work in the United States are hired. When staff members are well-trained in this process, they are more likely to accurately complete the required forms and maintain compliance with federal regulations. Errors in I-9 processing can lead to significant penalties for employers, including fines and potential legal action. By equipping staff with the knowledge they need to correctly navigate these requirements, organizations can minimize the likelihood of mistakes on I-9 forms, thus lowering the risk of facing legal complications. This not only protects the organization but also promotes a culture of compliance and diligence within the workforce. Training staff effectively addresses these areas, making it an essential practice for any business that employs individuals in the United States.

10. What is the consequence of not submitting E-Verify results in a timely manner?

- A. No consequences are enforced**
- B. The employer may face penalties**
- C. The employee will be promoted**
- D. The employee's wages will be adjusted**

Submitting E-Verify results in a timely manner is a critical component of the employment verification process. When an employer fails to meet the deadlines for submitting these results, they may face various penalties or repercussions. This is in accordance with federal regulations that require employers to ensure their hiring practices comply with the legality of work authorization for their employees. The potential penalties for failing to submit E-Verify results can include fines, audits, or other compliance-related repercussions. Ensuring compliance with submission timelines protects both the employer from legal issues and the integrity of the hiring process, affirming that all employees are eligible to work in the United States. Consequently, the option indicating that employers may face penalties for late submission accurately reflects the importance of timely compliance with E-Verify requirements.

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://everify1to9.examzify.com>

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

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