

JIRA SOFTWARE ESSENTIALS ASSOCIATE PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://jirasoftwareessentialassoc.examzify.com>



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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 are the four values of Agile?**
 - A. Individuals and interactions
 - B. Working software
 - C. Customer collaboration
 - D. All of the above
- 2. The option to clone an issue allows duplication of which of the following attributes?**
 - A. Comments and history only
 - B. Attachments and links only
 - C. Subtasks and labels only
 - D. Issue type, labels, and assignee
- 3. What is the main purpose of a "Backlog" in Jira?**
 - A. To track completed tasks for accountability
 - B. To prioritize tasks that need to be completed in the future
 - C. To manage financial aspects of a project
 - D. To oversee team member assignments
- 4. What is a Dashboard in Jira Software?**
 - A. A tool for tracking financial performance.
 - B. A customizable view of key project metrics.
 - C. A feature for conducting team meetings.
 - D. A section for user settings and preferences.
- 5. What aspect is typically NOT reflected upon during a sprint retrospective?**
 - A. What tools were used
 - B. What organization was required
 - C. What worked well in a sprint
 - D. What improvements are needed for future sprints
- 6. What is one of the main responsibilities of a Jira Administrator?**
 - A. Writing the content for user stories
 - B. Managing user permissions, project settings, and workflows
 - C. Creating visual charts and reports for sprint reviews
 - D. Developing the software code for Jira itself

- 7. What feature in Jira allows teams to visualize their workflow?**
- A. Scrum board
 - B. Kanban board
 - C. Burndown chart
 - D. Backlog view
- 8. Which of the following actions can you perform on an issue in Jira?**
- A. Delete the issue permanently
 - B. Was it previously watched
 - C. Change priority level only
 - D. None of the above
- 9. What visual tool helps teams understand the current and planned flow of work?**
- A. Scrum framework
 - B. Kanban board
 - C. Resource allocation chart
 - D. Project timeline
- 10. How are projects typically named in Jira Software?**
- A. After a software version
 - B. By the project manager's name
 - C. After a team or a deliverable
 - D. By numeric codes assigned

Answers

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

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Explanations

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1. What are the four values of Agile?

- A. Individuals and interactions
- B. Working software
- C. Customer collaboration
- D. All of the above**

The four values of Agile are foundational principles outlined in the Agile Manifesto, which emphasizes a focus on delivering value and quality in software development. Individuals and interactions highlight the importance of people in the development process, stressing collaboration and effective communication among team members over rigid processes and tools. This value fosters a culture where team members can work together efficiently and share ideas openly. Working software emphasizes that delivering functional products is the primary measure of progress. Agile methodologies prioritize creating software that meets user needs and can be iterated upon, reflecting a commitment to continual improvement. Customer collaboration signifies engaging with the customer throughout the development process rather than adhering strictly to contracts or preliminary specifications. This ongoing dialogue helps ensure that the final product aligns with customer expectations and actually solves the problems they face. Since all these principles encapsulate the Agile philosophy, the correct response is indeed that all of the above are integral values of Agile development.

2. The option to clone an issue allows duplication of which of the following attributes?

- A. Comments and history only
- B. Attachments and links only
- C. Subtasks and labels only
- D. Issue type, labels, and assignee**

The ability to clone an issue in Jira allows for the duplication of essential attributes such as issue type, labels, and assignee. When an issue is cloned, the new issue will inherit the same issue type, which can help maintain consistency within a project and ensure that the new issue adheres to the same workflow processes as the original. Labels are also carried over during cloning, which aids in organizing and categorizing issues effectively across the project. Additionally, the assignee attribute is duplicated, so that the new issue can be assigned to the same team member or individual responsible for handling it. This functionality is critical for improving efficiency in project management, as it allows teams to quickly create new issues based on existing ones without losing valuable information that could facilitate the progress of tasks. Cloning helps in tracking similar tasks and allows for faster onboarding of new issues that may have similar attributes or responsibilities.

3. What is the main purpose of a "Backlog" in Jira?

- A. To track completed tasks for accountability
- B. To prioritize tasks that need to be completed in the future**
- C. To manage financial aspects of a project
- D. To oversee team member assignments

The primary function of a backlog in Jira is to prioritize tasks that pending completion. A backlog serves as an organized list of tasks, user stories, features, or defects that need to be addressed within a project but are not yet in progress. This list allows teams to assess their upcoming work clearly and prioritize items based on importance, urgency, and project goals. By doing so, the backlog becomes a crucial component of agile project management, enabling teams to focus on delivering the most valuable work first and ensuring a smooth workflow. Backlogs also facilitate better sprint planning and help teams manage their resources effectively, aligning their efforts with stakeholder needs and project timelines. This organized approach to future tasks ultimately contributes to enhanced productivity and project success.

4. What is a Dashboard in Jira Software?

- A. A tool for tracking financial performance.
- B. A customizable view of key project metrics.**
- C. A feature for conducting team meetings.
- D. A section for user settings and preferences.

A Dashboard in Jira Software serves as a customizable view that displays key project metrics important for tracking progress and performance. Dashboards allow users to aggregate various gadgets and reports to see an overview of updates, such as the status of issues, burn down charts, and other relevant data tailored to the user's or team's needs. It provides a centralized location where stakeholders can quickly grasp project health and priorities at a glance. The nature of a Dashboard being customizable is crucial, as it enables users to select which information is most pertinent for their roles or interests, ensuring that the data presented is relevant and actionable. This flexibility supports effective monitoring and decision-making processes, making it a vital component of project management within Jira Software.

5. What aspect is typically NOT reflected upon during a sprint retrospective?

- A. What tools were used
- B. What organization was required**
- C. What worked well in a sprint
- D. What improvements are needed for future sprints

During a sprint retrospective, the main focus is on the team's process, collaboration, and outcomes from the sprint. The goal is to identify successes and areas for improvement, fostering an environment of continuous learning and adaptation. Although organization can certainly play a role in the execution of a sprint, it is generally not the central aspect discussed during these retrospectives. The team tends to concentrate more on concrete elements such as what worked well, what did not, and how the team can enhance its practices moving forward. This includes discussing the effectiveness of tools used in the sprint and identifying actionable improvements for future iterations. In contrast, discussions on organization might occur in other contexts but are not typically a primary focus in retrospectives, which lean more towards immediate experiences and outcomes rather than the overarching structure of the project or team organization.

6. What is one of the main responsibilities of a Jira Administrator?

- A. Writing the content for user stories
- B. Managing user permissions, project settings, and workflows**
- C. Creating visual charts and reports for sprint reviews
- D. Developing the software code for Jira itself

One of the main responsibilities of a Jira Administrator is managing user permissions, project settings, and workflows. This role is crucial because it involves configuring Jira to fit the specific needs of the organization and its teams. By managing user permissions, the administrator ensures that team members have appropriate access to projects and issues according to their roles, which is vital for data security and operational efficiency. Project settings management allows the administrator to customize how projects are operated, including defining issue types, fields, and screens to tailor the experience for users. Additionally, configuring workflows is essential for optimizing how tasks move through different stages of completion, which can help streamline processes and enhance team productivity. This role is distinctly different from others in the choices provided. For instance, writing content for user stories is typically the responsibility of product owners or team members directly involved in the agile process. Creating visual charts and reports for sprint reviews may fall to team leads or analysts who interpret project data. Developing the software code for Jira is a task for engineers or developers at Atlassian, the company behind Jira, rather than the administrators who manage its configuration and usage at the organizational level.

7. What feature in Jira allows teams to visualize their workflow?

- A. Scrum board
- B. Kanban board**
- C. Burndown chart
- D. Backlog view

The feature that allows teams to visualize their workflow is the Kanban board. Kanban boards are specifically designed to present tasks and their progress in a visual format. They use columns to represent different stages of the workflow, allowing team members to see where each task currently stands within the process. This visibility helps teams manage work in progress, identify bottlenecks, and optimize their workflow by moving tasks through the various stages. The focus of a Kanban board is on continuous delivery and flow, making it particularly effective for teams that operate in environments that require flexibility and adaptability. By providing a clear view of tasks, team members can easily understand priorities and the status of work, fostering better collaboration and communication. While Scrum boards, burndown charts, and backlog views are useful in their own ways, they do not primarily serve the purpose of visualizing the workflow as comprehensively as a Kanban board does. Scrum boards are specifically structured for iterative development with defined sprints, while burndown charts track the progress of work completed over time and backlog views focus on prioritization rather than flow visualization.

8. Which of the following actions can you perform on an issue in Jira?

- A. Delete the issue permanently**
- B. Was it previously watched
- C. Change priority level only
- D. None of the above

In Jira, one of the actions you can perform on an issue is to delete it permanently. This action allows users with the necessary permissions to remove an issue from the project and the Jira system entirely. It is a significant action since once an issue is deleted, it cannot be recovered; hence, it should be done with caution. Deleting an issue might be required in situations where a ticket was created in error, is no longer relevant, or needs to be removed for any number of reasons related to project management practices. The other options highlight actions that do not correspond with standard functionalities available for issues in Jira. For instance, checking if an issue was previously watched does not constitute an action that can be taken on the issue itself. Similarly, the ability to only change the priority level is too restrictive, as users can perform a broader range of actions, including editing various other fields, adding comments, assigning users, and moving issues between different states. Therefore, the ability to delete an issue stands out as a clear action that can be performed.

9. What visual tool helps teams understand the current and planned flow of work?

- A. Scrum framework
- B. Kanban board**
- C. Resource allocation chart
- D. Project timeline

The Kanban board is a visual tool designed specifically to help teams manage their workflow effectively. It displays the current and planned flow of work by using columns to represent different stages in the process, such as 'To Do,' 'In Progress,' and 'Done.' Each task or work item is represented by a card that moves across the board as it progresses through the workflow. This visualization allows team members to quickly assess the status of tasks, identify bottlenecks, and plan their work accordingly, fostering better communication and collaboration within the team. While the Scrum framework provides a structure for managing work and emphasizes iterative progress through sprints, it does not serve as a visual representation of workflow in the same way a Kanban board does. Resource allocation charts detail how resources are assigned over a project but do not represent the flow of individual tasks. Project timelines focus on scheduling and deadlines but lack the real-time visual tracking of work items that a Kanban board offers.

10. How are projects typically named in Jira Software?

- A. After a software version
- B. By the project manager's name
- C. After a team or a deliverable**
- D. By numeric codes assigned

In Jira Software, projects are typically named after a team or a deliverable because this naming convention helps to provide clarity and context regarding the primary focus of the project. Naming projects after teams allows for easy identification of which group is responsible for the project, facilitating collaboration and accountability. Similarly, naming projects after deliverables indicates what the expected outcome or product of the project is, making it easier for stakeholders to understand the project's goals. This approach enhances organization and communication within teams and across the wider organization. Using recognizable and descriptive names fosters better collaboration among team members, stakeholders, and other interested parties, as they can quickly grasp the essence of the project without needing additional information. In contrast, naming projects after software versions, project manager names, or numeric codes does not provide immediate insight into the project's objectives or the team involved, potentially leading to confusion or miscommunication.

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://jirasoftwareessentialassoc.examzify.com>

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

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