

NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA) OFFICIAL PRACTICE TEST (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. What role does negotiation play in contract management?**
 - A. It is the final review of a contract
 - B. It provides guidelines for contract execution
 - C. It is the process of discussing terms to reach an acceptable agreement
 - D. It assesses contract performance metrics

- 2. Which condition is characterized by the need to go to the bathroom frequently due to liquid stools?**
 - A. Fecal impaction
 - B. Diarrhea
 - C. Constipation
 - D. Hernia

- 3. The conversion of dysrhythmia to a normal rhythm by applying an electric shock to the chest is known as what?**
 - A. Cardioversion
 - B. Defibrillation
 - C. CPR
 - D. Resuscitation

- 4. A drug that causes urination is called a _____.**
 - A. Diuretic
 - B. Antitussive
 - C. Appetite suppressant
 - D. Antipyretic

- 5. When preparing a blood smear from a skin puncture, what should you do with the first drop?**
 - A. Collect it
 - B. Wipe away it
 - C. Use it immediately
 - D. Store it for later

- 6. What term is used to describe an abnormal heart rhythm?**
- A. Arrhythmia
 - B. Bradycardia
 - C. Tachycardia
 - D. Fibrillation
- 7. Which medical condition can be triggered by a lack of insulin?**
- A. Hypertension
 - B. Hypothyroidism
 - C. Type 1 diabetes
 - D. Asthma
- 8. What is the most important initial step in performing a blood draw?**
- A. Finding the vein
 - B. Gathering supplies
 - C. Identifying the patient
 - D. Preparing the needle
- 9. What is "scope creep" in project management?**
- A. The increase in project budget without approval
 - B. The uncontrolled changes or continuous growth in a project's scope without adjustments to time, cost, and resources
 - C. A documented agreement on project tasks
 - D. The process of formalizing project completion
- 10. What does the term "final payment" generally imply in a contract context?**
- A. The last payment made regardless of the project status
 - B. The sum paid upon project completion and acceptance
 - C. A late fee assessed on overdue accounts
 - D. A discount applied to the overall project cost

Answers

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

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Explanations

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1. What role does negotiation play in contract management?

- A. It is the final review of a contract
- B. It provides guidelines for contract execution
- C. It is the process of discussing terms to reach an acceptable agreement**
- D. It assesses contract performance metrics

Negotiation is a fundamental aspect of contract management because it involves the process of discussing and deliberating the terms of an agreement between parties to reach a mutually acceptable resolution. This interaction is crucial as it allows both sides to articulate their needs, constraints, and expectations, ensuring that the final contract reflects a balanced agreement that meets the interests of all parties involved. Successful negotiation is critical because it not only establishes the specific terms—such as pricing, deliverables, timelines, and responsibilities—but also helps in building a positive working relationship between the parties. It involves active listening, problem-solving, and flexibility, which are essential skills for contract managers. The outcome of effective negotiation shapes the foundation for the contract execution phase and can also impact future business dealings and partnerships. In the context of the other options, while reviewing a contract is important, it is a separate phase that occurs after the negotiation process. Guidelines for contract execution are crucial but are typically established after negotiations are complete. Similarly, assessing contract performance metrics focuses on evaluating the contract's implementation rather than the negotiation that precedes it. Thus, negotiation is key to achieving a successful and effective contract management process.

2. Which condition is characterized by the need to go to the bathroom frequently due to liquid stools?

- A. Fecal impaction
- B. Diarrhea**
- C. Constipation
- D. Hernia

The correct answer, diarrhea, is characterized by the frequent need to go to the bathroom accompanied by liquid stools. This condition arises when the intestines do not absorb enough water from the food being processed in the digestive system, resulting in loose and watery stool. Diarrhea can be caused by various factors, including infections, certain medications, or dietary changes, and it often leads to an increased urgency to use the bathroom due to the rapid transit of waste through the digestive tract. In contrast, fecal impaction is a condition where stool becomes hard and difficult to pass, leading to constipation rather than frequent bathroom visits. Constipation itself involves infrequent bowel movements or difficulty passing stool. A hernia refers to a condition where an organ pushes through an opening in the muscle or tissue that holds it in place, which is unrelated to the urgency for bathroom use or the characteristics of stool consistency. Therefore, diarrhea is identified as the condition that aligns with the symptoms described in the question.

3. The conversion of dysrhythmia to a normal rhythm by applying an electric shock to the chest is known as what?

- A. Cardioversion
- B. Defibrillation**
- C. CPR
- D. Resuscitation

The process of converting dysrhythmia to a normal rhythm by applying an electric shock to the chest is accurately referred to as defibrillation. This procedure is used specifically in instances where the heart has stopped beating effectively or is beating in a chaotic rhythm, such as ventricular fibrillation or pulseless ventricular tachycardia. In such cases, delivering an electric shock can help restore a more organized and effective heart rhythm, allowing the heart to function normally again. Defibrillation differs from cardioversion, which is a similar but distinct procedure typically used for specific types of cardiac dysrhythmias, like atrial fibrillation or atrial flutter, that do not involve a complete loss of cardiac output. Cardioversion is usually synchronized with the patient's heartbeat and often employs a lower energy shock compared to defibrillation. CPR (Cardiopulmonary Resuscitation) is a lifesaving technique used in emergencies when someone's heartbeat or breathing has stopped, incorporating chest compressions and rescue breaths but does not involve electrical intervention. Resuscitation is a broader term that encompasses various methods and techniques to restore life and function but does not specifically refer to the electrical shock used in this context. Therefore, defibrillation is the term that correctly

4. A drug that causes urination is called a _____.

- A. Diuretic**
- B. Antitussive
- C. Appetite suppressant
- D. Antipyretic

A drug that causes urination is referred to as a diuretic. Diuretics work by promoting the elimination of water and salts from the body through urine. They are commonly used in medicine to manage conditions such as high blood pressure, edema, and certain kidney disorders. By increasing urine output, diuretics help to reduce fluid buildup and lower blood pressure, making them a crucial component of treatment for patients with these health issues. The other terms refer to different types of medications that serve distinct purposes. An antitussive is used to suppress coughing, typically for relief from a cough caused by a cold or respiratory infection. An appetite suppressant aims to reduce hunger and assist with weight management. An antipyretic is used to reduce fever, often by lowering the body's temperature. Each of these drugs has a specific function unrelated to promoting urination, which is why diuretic is the correct term for this question.

5. When preparing a blood smear from a skin puncture, what should you do with the first drop?

- A. Collect it
- B. Wipe away it**
- C. Use it immediately
- D. Store it for later

When preparing a blood smear from a skin puncture, the first drop of blood should be wiped away. This is essential because the first drop of blood may contain interstitial fluid or other contaminants that can affect the accuracy and quality of the smear. By removing the first drop, you ensure that the subsequent drops will be more representative of the blood itself, leading to a cleaner and more reliable sample for microscopic examination. Choosing to collect, use immediately, or store the first drop would not yield an optimal sample. Collecting or using it could introduce contaminants, while storing it would not be applicable as the blood is meant to be smeared for immediate analysis. Therefore, wiping away the first drop is the best practice to ensure the integrity of the blood smear.

6. What term is used to describe an abnormal heart rhythm?

- A. Arrhythmia**
- B. Bradycardia
- C. Tachycardia
- D. Fibrillation

The term used to describe an abnormal heart rhythm is "arrhythmia." This term encompasses a variety of irregular heartbeats, which may manifest as a heart beating too fast, too slow, or in an uncoordinated manner. While terms like bradycardia and tachycardia describe specific types of arrhythmias—bradycardia refers to a slower than normal heart rate, and tachycardia refers to a faster than normal heart rate—arrhythmia itself is the broader category that includes any deviation from the normal heart rhythm. Fibrillation, on the other hand, specifically refers to a rapid and chaotic heartbeat that can be life-threatening, but it too falls under the umbrella of arrhythmia. Thus, referring to the general concept of an abnormal heart rhythm, "arrhythmia" is the most accurate term.

7. Which medical condition can be triggered by a lack of insulin?

- A. Hypertension
- B. Hypothyroidism
- C. Type 1 diabetes**
- D. Asthma

Type 1 diabetes is a medical condition directly related to a lack of insulin. In this condition, the pancreas produces little to no insulin due to an autoimmune response that damages the insulin-producing beta cells. Insulin is crucial for regulating blood glucose levels; without it, the body cannot properly utilize glucose for energy, leading to elevated blood sugar levels. Individuals with Type 1 diabetes must manage their insulin levels through injections or an insulin pump, as their bodies cannot produce the hormone naturally. This condition is distinct from other options such as hypertension, hypothyroidism, and asthma, which are unrelated to insulin production or function. Understanding the role of insulin in glucose metabolism is essential for recognizing the implications of Type 1 diabetes and the critical need for insulin management in affected individuals.

8. What is the most important initial step in performing a blood draw?

- A. Finding the vein
- B. Gathering supplies
- C. Identifying the patient**
- D. Preparing the needle

Identifying the patient is the most important initial step in performing a blood draw because it ensures patient safety and proper medical protocol. Correctly identifying the patient prevents mix-ups that could lead to serious consequences, such as mislabeling blood samples or providing incorrect treatment based on the wrong patient's medical history. This step typically involves using at least two identifiers, such as the patient's name and date of birth, to confirm they match the information in their medical records or on the requisition form. This practice is a foundational principle in healthcare settings to uphold patient safety and quality of care, reinforcing the validity and reliability of laboratory results. Additionally, a proper identification process fosters trust and communication between healthcare providers and patients, thereby enhancing the overall care experience.

9. What is "scope creep" in project management?

- A. The increase in project budget without approval
- B. The uncontrolled changes or continuous growth in a project's scope without adjustments to time, cost, and resources**
- C. A documented agreement on project tasks
- D. The process of formalizing project completion

Scope creep refers to the phenomenon in project management where there is an uncontrolled and continuous addition of tasks, features, or requirements to a project beyond its originally defined scope. This can occur without appropriate adjustments to time, cost, and resources, which can lead to a variety of project challenges, such as delays, budget overruns, or resource strain. When scope creep happens, project managers and teams may struggle to maintain control over the project's direction, as stakeholders may introduce new ideas or modifications based on evolving needs or expectations. Therefore, effectively managing scope is critical to ensuring that projects are completed successfully and within the agreed-upon parameters. It's essential to document and track changes and formally assess their impact on the project's overall delivery, which underscores the importance of a clear scope definition from the onset. In contrast, the other options represent different concepts in project management that do not encapsulate the essence of scope creep. The increase in the budget without approval pertains to financial mismanagement, while a documented agreement on tasks focuses on planning rather than changes occurring during execution. The process of formalizing project completion relates to closing out a project, distinct from ongoing scope changes.

10. What does the term "final payment" generally imply in a contract context?

- A. The last payment made regardless of the project status
- B. The sum paid upon project completion and acceptance**
- C. A late fee assessed on overdue accounts
- D. A discount applied to the overall project cost

In the context of contracts, "final payment" typically refers to the payment made upon completion of a project, after the deliverables have been accepted by the relevant parties. This payment represents the conclusion of the financial obligations for the specific contract and is contingent upon the successful fulfillment of the contract terms. It is usually issued after all work has been completed, inspected, and approved, ensuring that all parties have fulfilled their responsibilities. This final payment often serves as a form of assurance to the contractor that they will receive the remaining funds for their efforts, provided everything has been completed satisfactorily. The other options do not accurately capture the general meaning of "final payment" as understood in contract management. For example, a concept involving the last payment made regardless of project status would not align with the idea of having the work fully completed and accepted before payment. Similarly, a late fee or discount applied to the overall project cost are unrelated financial considerations that do not pertain to the completion or acceptance of contract deliverables.

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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://ncmaofficial.examzify.com>

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

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