

National Guardianship Association (NGA) Fundamentals 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 primary fiduciary duty of a guardian regarding the ward's financial resources?**
 - A. To preserve and manage the ward's assets prudently and in the ward's best interests, with full accountability and reporting to the court.**
 - B. Maximize investments regardless of risk.**
 - C. Delegate all decisions to guardian ad litem.**
 - D. Protect only the ward's personal safety.**

- 2. Why is it important to preserve independence and dignity in guardianship?**
 - A. It respects the ward's humanity, reduces stigma, and supports better outcomes and compliance.**
 - B. It ensures the guardian can control all decisions to protect safety.**
 - C. It reduces the need for privacy protections and data safeguards.**
 - D. It guarantees financial benefits for relatives.**

- 3. If a guardian suspects abuse or neglect, to whom should a report be forwarded?**
 - A. The ward's family member**
 - B. The guardian's attorney**
 - C. A designated internal department within the facility**
 - D. The appropriate agency or authority**

- 4. Which term is defined as legal qualification, competency, power, or fitness; the ability to understand the nature and effects of decisions?**
 - A. Capacity**
 - B. Competence**
 - C. Dementia**
 - D. Estate**

- 5. What is the primary purpose of marshaling the ward's estate?**
- A. Distribute assets to heirs immediately**
 - B. Identify and secure all assets for the estate**
 - C. Invest all funds in high-risk ventures**
 - D. Ignore unclaimed property**
- 6. What term describes a person appointed to manage the estate of a person who died without a will?**
- A. Executor/Personal Representative**
 - B. Guardian**
 - C. Ward**
 - D. Trustee**
- 7. What should guardians do when there is a major change in assets?**
- A. Wait for the next annual report to mention it.**
 - B. Update the inventory only when assets are completely liquidated.**
 - C. Record the change but never notify the court.**
 - D. Update the inventory promptly, document changes, and notify the court or follow statute.**
- 8. A person appointed by the court to make an impartial inquiry into a situation and report to the court. Which term is this?**
- A. Incapacity**
 - B. Developmental disability**
 - C. Guardian ad litem**
 - D. Public Guardian**
- 9. What is 'professional boundaries' in guardianship practice?**
- A. Maintaining appropriate relationships, avoiding dual relationships, and keeping personal interests separate from ward's interests.**
 - B. Having dual relationships with family members.**
 - C. Only focusing on financial duties.**
 - D. Ignoring personal beliefs.**

10. What is a potential consequence of a guardian being found at fault for misconduct or neglect?

A. Reprimand the Guardian

B. Remove the Guardian

C. The Ward Loses Guardianship Automatically

D. The Court Will Assign a New Guardian Immediately

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Answers

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

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Explanations

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1. What is the primary fiduciary duty of a guardian regarding the ward's financial resources?

A. To preserve and manage the ward's assets prudently and in the ward's best interests, with full accountability and reporting to the court.

B. Maximize investments regardless of risk.

C. Delegate all decisions to guardian ad litem.

D. Protect only the ward's personal safety.

Guardians have a fiduciary duty to protect and wisely manage the ward's money and property for the ward's benefit. The focus is on prudent stewardship, keeping assets safe, and using them in the ward's best interests, with careful record-keeping and regular reporting to the court. This accountability helps ensure funds are available for the ward's current and future needs and prevents waste or mismanagement. Maximizing investments regardless of risk isn't appropriate because it could expose the ward's resources to unacceptable loss. Delegating all decisions to a guardian ad litem isn't correct because the guardian retains responsibility for financial decisions and must exercise due care, often with judicial oversight. Protecting only personal safety ignores the financial aspect of guardianship, which includes safeguarding and managing financial resources as well.

2. Why is it important to preserve independence and dignity in guardianship?

A. It respects the ward's humanity, reduces stigma, and supports better outcomes and compliance.

B. It ensures the guardian can control all decisions to protect safety.

C. It reduces the need for privacy protections and data safeguards.

D. It guarantees financial benefits for relatives.

Preserving independence and dignity means protecting the ward's autonomy and sense of self while providing support. When guardianship is guided by this principle, decisions are shared as much as possible, the ward's preferences and values are respected, and actions are taken in a way that preserves their identity. This approach helps the person feel respected rather than controlled, reduces stigma, and builds trust. When people feel respected and heard, they're more likely to engage in planning and follow safety recommendations, which can lead to better overall outcomes and cooperation with guardianship efforts. The other options drift from this focus: giving the guardian blanket control over all decisions undermines autonomy and can erode trust; privacy protections and data safeguards aren't about autonomy in daily decision-making within guardianship; and pursuing financial benefits for relatives raises conflicts of interest and ethical concerns rather than protecting the ward's dignity.

3. If a guardian suspects abuse or neglect, to whom should a report be forwarded?

- A. The ward's family member**
- B. The guardian's attorney**
- C. A designated internal department within the facility**
- D. The appropriate agency or authority**

Guardians have a duty to act to protect the ward, and when abuse or neglect is suspected, the proper step is to notify the external authority charged with safeguarding vulnerable adults. This means contacting the appropriate agency or authority such as adult protective services or the local law enforcement or designated protective services agency in your jurisdiction. These external bodies have the legal authority to investigate, coordinate with medical and social services, and take protective actions if needed. Reporting to a family member, the guardian's attorney, or an internal department within a facility doesn't provide the same official authority or guarantee a timely or independent investigation, and could create conflicts of interest or delays. Follow your state or agency policy, provide clear factual details of what was observed, and report promptly according to any required timelines.

4. Which term is defined as legal qualification, competency, power, or fitness; the ability to understand the nature and effects of decisions?

- A. Capacity**
- B. Competence**
- C. Dementia**
- D. Estate**

Capacity is the mental ability to understand information relevant to a decision, appreciate the consequences, and communicate a choice. This definition captures the real functioning of someone's ability to grasp what a decision involves, which is why capacity is the best answer here. Competence, while related, is a legal determination made by a court about a person's overall ability to perform specific acts; dementia is a medical condition that can affect capacity but is not the definition itself; an estate refers to a person's property, not their decision-making ability. In guardianship practice, capacity is evaluated to see if a person can understand and participate in decisions, which aligns with the given definition.

5. What is the primary purpose of marshaling the ward's estate?

- A. Distribute assets to heirs immediately**
- B. Identify and secure all assets for the estate**
- C. Invest all funds in high-risk ventures**
- D. Ignore unclaimed property**

Marshaling the ward's estate focuses on locating every asset the ward owns, collecting it, and safeguarding it so there is an accurate inventory and the assets are protected for proper administration. This step preserves the ward's resources and ensures funds and property are available to pay debts, ongoing expenses, and to support eventual distributions under court authority. Distributing assets immediately would bypass the essential process of identifying and securing what exists, while investing all funds in high-risk ventures contradicts the guardian's duty to protect the ward's resources with prudent management. Ignoring unclaimed property would also risk loss to the estate, whereas marshaling emphasizes locating and safeguarding assets for the ward's benefit.

6. What term describes a person appointed to manage the estate of a person who died without a will?

- A. Executor/Personal Representative**
- B. Guardian**
- C. Ward**
- D. Trustee**

When someone dies without a will, the role is to oversee settling the deceased's affairs through probate. The person appointed to handle that process is called an executor or personal representative. This title covers the duties of gathering assets, paying debts and taxes, and distributing what remains to heirs according to state laws of intestate succession. The term can be used to refer to the administrator appointed by the court when there is no will, but it's commonly framed as executor/personal representative to reflect the ongoing duty of administering the estate. This choice fits best because it centers on someone charged with managing and closing out the deceased's estate. Guardian, ward, and trustee describe other roles: a guardian cares for a minor or incapacitated person, a ward is the person under guardianship, and a trustee runs a trust.

7. What should guardians do when there is a major change in assets?

- A. Wait for the next annual report to mention it.
- B. Update the inventory only when assets are completely liquidated.
- C. Record the change but never notify the court.
- D. Update the inventory promptly, document changes, and notify the court or follow statute.**

When a guardian handles a ward's assets, keeping an accurate and current inventory is essential. A major change in assets—such as acquiring new property, selling or disposing of an asset, receiving an inheritance, or a significant loss or gain—should be reflected immediately in the official inventory. The guardian must document what changed and then notify the court or follow the applicable statute. This sequence preserves transparency, ensures appropriate oversight, and protects the ward's financial interests by making sure the court is aware of material shifts in assets. Delaying the update, or skipping court notification, undermines accountability and can violate fiduciary duties.

8. A person appointed by the court to make an impartial inquiry into a situation and report to the court. Which term is this?

- A. Incapacity
- B. Developmental disability
- C. Guardian ad litem**
- D. Public Guardian

A guardian ad litem is a court-appointed person who conducts an impartial investigation into a situation and reports the findings to the court. Their role is to gather information, interview involved parties, observe the relevant circumstances, and present recommendations based on what's in the person's best interests, often in cases involving minors or individuals who may be incapacitated. This is different from terms referring to conditions like incapacity or developmental disability, or from a public guardian, who handles safeguarding the incapacitated person's finances and welfare rather than conducting a case-specific inquiry for the court. So the description fits a guardian ad litem.

9. What is 'professional boundaries' in guardianship practice?

- A. Maintaining appropriate relationships, avoiding dual relationships, and keeping personal interests separate from ward's interests.**
- B. Having dual relationships with family members.**
- C. Only focusing on financial duties.**
- D. Ignoring personal beliefs.**

Professional boundaries mean keeping the guardian-ward relationship professional and focused on the ward's best interests. This involves maintaining appropriate relationships, avoiding dual relationships, and keeping personal interests separate from the ward's interests. When boundaries are clear, decisions are made to protect the ward's autonomy and well-being rather than to satisfy the guardian's own needs or gain. Maintaining appropriate relationships helps ensure respect, objectivity, and trust. Avoiding dual relationships means not taking on roles that could influence each other or create a conflict of interest—such as having personal, financial, or romantic ties with the ward or their family that could affect judgment or exploitation of the ward. Keeping personal interests separate from the ward's interests is essential so choices are made based on what benefits the ward, not what benefits the guardian personally. This also includes respecting the ward's preferences, beliefs, and rights, and seeking supervision or guidance when boundaries could be strained. Other options miss the broader scope of boundaries. Focusing only on financial duties neglects the relational and ethical dimensions of guardianship. Having dual relationships with family members introduces conflicts of interest and can impair impartial decision-making. Ignoring personal beliefs disrespects the ward's autonomy and can undermine the guardian's duty to act in the ward's best interest.

10. What is a potential consequence of a guardian being found at fault for misconduct or neglect?

- A. Reprimand the Guardian**
- B. Remove the Guardian**
- C. The Ward Loses Guardianship Automatically**
- D. The Court Will Assign a New Guardian Immediately**

When a guardian is found to have misconduct or neglect, the court can remove the guardian to stop harm and protect the ward. This removal is the most direct protective action, with the court normally stepping in to appoint a new guardian to take over and safeguard the ward's affairs. A reprimand might occur for lesser issues, but it doesn't ensure ongoing protection or replacement. The ward does not automatically lose guardianship; a replacement guardian is appointed through the court, and while the replacement is pursued promptly, it isn't guaranteed to be immediate.

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://ngafundamentals.examzify.com>

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

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