

NATIONAL GUARDIANSHIP ASSOCIATION (NGA) FUNDAMENTALS PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
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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. Emergency or temporary guardianships typically differ from permanent guardianships because they are**
 - A. Time-limited and designed to address an immediate crisis
 - B. They require no court involvement
 - C. Grant full control over all assets forever
 - D. Do not require court approval for actions
- 2. What term refers to medications prescribed for the management of behavior?**
 - A. Informed consent
 - B. Psychotropic medications
 - C. Social services
 - D. Petition
- 3. What is an appropriate boundary for a guardian's personal involvement with a ward?**
 - A. Become a substitute family member to the ward
 - B. Avoid personal relationships with the ward and maintain appropriate boundaries
 - C. Move into the ward's home
 - D. Maintain professional boundaries and avoid personal relationships
- 4. Which term refers to a basic or minimal ability to do something, such as testifying?**
 - A. Delusional capacity
 - B. Competence
 - C. Dementia
 - D. Fiduciary
- 5. Which term refers to the report filed by a guardian with the court detailing ward status and actions?**
 - A. Annual Report
 - B. Guardian's Progress Report
 - C. Court Required Report
 - D. Court Required Report or Annual Report of Guardian

- 6. In guardianship decisions, what is the typical presumption about continuing treatment, and when may withholding or withdrawal be justifiable?**
- A. There is a presumption to discontinue treatment.
 - B. Presumption in favor of continuing treatment.
 - C. Withholding is never justifiable.
 - D. Guardians must always follow family wishes.
- 7. Which action should be performed only after court approval?**
- A. Paying taxes on ward's property
 - B. Depositing cash assets into personal account
 - C. Paying routine living expenses
 - D. Selling property
- 8. How should guardians address the ward's risk of self-harm or harm to others?**
- A. Ignore minor signs and wait for crisis.
 - B. Conduct risk assessments, implement safety plans, and escalate to the court or professionals as needed.
 - C. Immediately institutionalize without assessment.
 - D. Rely on family member's judgment only.
- 9. What term describes services provided to meet social needs, including public benefits, case management, money management services, and other similar services?**
- A. Social services
 - B. Petition
 - C. Informed consent
 - D. Letters of office or guardianship
- 10. What are essential elements of record-keeping for guardianship?**
- A. Ward's personal diary.
 - B. Timely case notes, receipts, invoices, financial ledgers, correspondence, and copies of court orders and reports.
 - C. No records are needed.
 - D. Only court orders.

Answers

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

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Explanations

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1. Emergency or temporary guardianships typically differ from permanent guardianships because they are

- A. Time-limited and designed to address an immediate crisis**
- B. They require no court involvement
- C. Grant full control over all assets forever
- D. Do not require court approval for actions

Emergency or temporary guardianships are meant to protect a person or their assets on a short-term basis when an immediate crisis prevents them from making safe decisions. They are time-limited by design, with the goal of addressing urgent needs quickly while a longer-term plan is explored. Because they must safeguard rights and ensure due process, these arrangements are court-ordered and include oversight and a plan for a future review or transition to a permanent guardianship. The powers granted are limited to what's necessary to handle the crisis, not broad or permanent control. That's why this describes the situation best: the guardianship is specifically crafted to be temporary and crisis-driven, with court involvement to authorize and supervise the arrangement. In contrast, options suggesting no court involvement, permanent or unlimited control over assets, or actions without court approval don't align with how emergency guardianships operate, which rely on expedited but still court-supervised authority and are intended to be temporary.

2. What term refers to medications prescribed for the management of behavior?

- A. Informed consent
- B. Psychotropic medications**
- C. Social services
- D. Petition

Psychotropic medications are drugs used to affect mood, perception, or behavior. In settings where behavior management is needed, these medications are prescribed specifically to influence behavioral symptoms that arise from mental health or developmental conditions. They're distinct from general medical treatments because their primary purpose is to alter behavior or mood, not just treat a physical ailment. While informed consent, social services, and petitions relate to how care and guardianship decisions are made, they describe processes or services rather than the type of medication itself. Psychotropic medications are the term that identifies the class of medications used for managing behavior.

3. What is an appropriate boundary for a guardian's personal involvement with a ward?

- A. Become a substitute family member to the ward
- B. Avoid personal relationships with the ward and maintain appropriate boundaries
- C. Move into the ward's home
- D. Maintain professional boundaries and avoid personal relationships**

Guardians must keep their role professional and separate from the ward's personal life. Maintaining professional boundaries and avoiding personal relationships protects the ward's autonomy, ensures impartial decision-making, and reduces the risk of conflicts of interest, manipulation, or dependence. When boundaries are clear—no acting like a family member, no moving into the ward's home, and no personal entanglements—the guardian can advocate effectively and make decisions that genuinely serve the ward's best interests. Crossing into personal or familial involvement, such as becoming a substitute family member or living with the ward, risks undue influence and can blur the line between duty and personal invitation, making it hard to act objectively. Boundaries also guide appropriate professional conduct, such as how you communicate, what information you handle, and how you document decisions, all with the ward's dignity and rights in mind.

4. Which term refers to a basic or minimal ability to do something, such as testifying?

- A. Delusional capacity
- B. Competence**
- C. Dementia
- D. Fiduciary

Competence means having the minimal ability to understand and participate in a specific activity, like testifying. In legal terms, it's about meeting a basic threshold that allows meaningful participation in a process. For testifying, this includes understanding what testimony is, being able to communicate information truthfully, and having enough awareness to respond to questions in a coherent way. This determination is task-specific and can vary over time or with circumstances, and it's made to ensure the person can engage in the procedure. The other terms don't fit: dementia is a medical diagnosis that may affect function, not the standard for a basic legal ability; delusional capacity isn't the recognized term for this minimal threshold; fiduciary describes a role with duties, not a person's capacity to perform a task.

5. Which term refers to the report filed by a guardian with the court detailing ward status and actions?

- A. Annual Report
- B. Guardian's Progress Report
- C. Court Required Report
- D. Court Required Report or Annual Report of Guardian**

Guardians must regularly inform the court about the ward's status and the actions they've taken on the ward's behalf. The standard term used for this formal court filing is "Court Required Report or Annual Report of Guardian." This wording covers both common naming conventions: some jurisdictions label it as a Court Required Report because the court mandates it, while others refer to it as the Annual Report of Guardian since it is filed on a yearly basis. Because the question seeks the label for the report filed with the court detailing ward status and actions, this combined term best matches how courts and guardianship practice describe the filing. While a Guardian's Progress Report can appear in ongoing communications, it is not universally recognized as the formal court filing, making the combined term the most accurate choice.

6. In guardianship decisions, what is the typical presumption about continuing treatment, and when may withholding or withdrawal be justifiable?

- A. There is a presumption to discontinue treatment.
- B. Presumption in favor of continuing treatment.**
- C. Withholding is never justifiable.
- D. Guardians must always follow family wishes.

The key idea is that, in guardianship decisions, there is a default inclination to keep medical treatment going when it is appropriate and beneficial for the ward. This means continuing care to preserve life or support recovery unless there is a clear reason not to. Withholding or withdrawal of treatment can be justified when such treatment is no longer beneficial or is futile—when there is little or no reasonable chance of meaningful recovery, or when continuing treatment would impose burdens or prolong suffering without a corresponding improvement in the ward's condition. In those cases, the guardian may honor the ward's known wishes (via an advance directive or durable power of attorney for healthcare) or, if wishes are unknown, act under the best interests or substituted judgment standard, potentially with court involvement to ensure the decision aligns with the ward's values and welfare.

7. Which action should be performed only after court approval?

- A. Paying taxes on ward's property
- B. Depositing cash assets into personal account
- C. Paying routine living expenses
- D. Selling property**

Major actions that affect a ward's assets require the court's oversight to protect the ward's interests. Selling the ward's property is such a major disposition of assets; court approval helps ensure the sale is in the ward's best interests, that the price is fair, and that the proceeds are safeguarded for the ward's future needs. In contrast, paying taxes on the ward's property and paying routine living expenses are typical fiduciary duties guardians perform from the ward's funds and usually don't need a separate court order, provided they are properly accounted for. Depositing ward funds into a personal account would be inappropriate and generally requires court guidance to prevent misuse of assets. So, selling property is the action that should be performed only after court approval.

8. How should guardians address the ward's risk of self-harm or harm to others?

- A. Ignore minor signs and wait for crisis.
- B. Conduct risk assessments, implement safety plans, and escalate to the court or professionals as needed.**
- C. Immediately institutionalize without assessment.
- D. Rely on family member's judgment only.

When a ward shows risk of self-harm or harming others, the guardian's approach is proactive risk management: assess the danger, put a safety plan in place, and involve court or professionals as needed. Start with a risk assessment to understand how imminent the threat is, what triggers might exist, what protective factors are available, and what the ward can participate in. Then implement a safety plan that includes practical steps to reduce risk—such as removing means, increasing supervision or support, outlining crisis resources, and documenting early warning signs and responses—while coordinating with treating clinicians and respecting the ward's rights. If the threat is significant or escalating, seek guidance from the court or health professionals to determine appropriate interventions, always favoring the least restrictive option and ensuring due process. This approach prioritizes safety, supports the ward, and uses professional oversight when necessary.

9. What term describes services provided to meet social needs, including public benefits, case management, money management services, and other similar services?

A. Social services

B. Petition

C. Informed consent

D. Letters of office or guardianship

Social services are supports designed to meet an individual's social and daily living needs by connecting them with resources and arranging help. This can include access to public benefits like Supplemental Security Income or Medicaid, case management to plan and coordinate services, and money management services when someone needs help handling finances. These services focus on support and resource access rather than legal actions or medical decisions. A petition is a formal request to the court, which is a legal step, not a service. Informed consent is about agreeing to a treatment or procedure after being informed of risks and benefits. Letters of office or guardianship are the legal documents that appoint someone to act on another's behalf. Because social services cover practical supports and resource access rather than court petitions, medical decisions, or legal authority, the term that fits is social services.

10. What are essential elements of record-keeping for guardianship?

A. Ward's personal diary.

B. Timely case notes, receipts, invoices, financial ledgers, correspondence, and copies of court orders and reports.

C. No records are needed.

D. Only court orders.

In guardianship work, keeping a complete, accessible, and timely set of records creates an auditable trail of what you've done and why. The best practice includes a mix of documents that cover daily actions, financial stewardship, and court directives. Timely case notes capture decisions, observations, and actions as they occur, helping others understand what happened and why. Receipts and invoices document every purchase or service paid for on behalf of the ward, which supports accurate reimbursement and demonstrates prudent use of funds. Financial ledgers provide a clear record of all assets, income, expenses, and balances, making it possible to track the ward's financial health over time. Correspondence records the communications with the ward, family, professionals, and the court, ensuring there is a traceable discussion history. Copies of court orders and reports are essential to verify that you're following the judge's instructions and meeting reporting obligations. Together, these elements satisfy accountability, legal requirements, and the need for continuity if another guardian or the court reviews the case. Records like only a diary or only court orders omit critical financial and communicative details, so they don't provide a complete, defensible picture of guardianship management.

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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