

# NCO Professional Development Guide 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 will be recorded on the DA Form 1059 if a Soldier fails the second APFT?**
  - A. Qualified for re-enrollment**
  - B. Marginally achieved course standards**
  - C. Satisfactory performance achieved**
  - D. Successfully completed all requirements**
  
- 2. What is the required action if a Soldier is found to have insufficient performing standards in NCOES?**
  - A. Reinstate their position immediately**
  - B. Bar them from attending other courses**
  - C. Evaluate for possible removal from the course**
  - D. Provide them with a mentor**
  
- 3. How should NCOs approach conflict resolution within a team?**
  - A. By enforcing discipline**
  - B. By facilitating open discussions**
  - C. By ignoring the problem**
  - D. By escalating issues to superiors**
  
- 4. What is a key principle of effective counseling by NCOs?**
  - A. Providing criticism with no solutions**
  - B. Developing a personal connection**
  - C. Ensuring a two-way communication for understanding**
  - D. Focusing only on past mistakes**
  
- 5. What does AAR stand for in a military context?**
  - A. After Action Review**
  - B. Assessment and Accountability Review**
  - C. Action Assessment Report**
  - D. After Assignment Review**

- 6. Why is mutual trust important in the NCO-commander relationship?**
- A. It improves the aesthetic of military uniforms**
  - B. It fosters open communication and enhances unit cohesion and performance**
  - C. It increases the number of soldiers in the ranks**
  - D. It ensures adherence to regulations**
- 7. What is TASS?**
- A. An exclusive military training program**
  - B. A composite school system**
  - C. A financial management system**
  - D. A leadership development program**
- 8. What is the significance of the NCO Creed in the context of the guide?**
- A. It serves as a requirement for promotion**
  - B. It outlines NCO benefits and privileges**
  - C. It serves as a foundational document that guides NCO behavior and responsibilities**
  - D. It provides historical context for leadership**
- 9. Why is the NCO Corps significant in the Army?**
- A. It serves as the backbone of the Army**
  - B. It manages the Army logistics**
  - C. It focuses on soldier recruitment**
  - D. It provides legal advice to commanders**
- 10. What process is used to evaluate subordinate performance in the Army?**
- A. The Performance Feedback Session**
  - B. The NCOER (Non-Commissioned Officer Evaluation Report) process**
  - C. The Monthly Assessment Tool**
  - D. The Leadership Assessment Framework**

## **Answers**

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

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## **Explanations**

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**1. What will be recorded on the DA Form 1059 if a Soldier fails the second APFT?**

- A. Qualified for re-enrollment**
- B. Marginally achieved course standards**
- C. Satisfactory performance achieved**
- D. Successfully completed all requirements**

When a Soldier fails to meet the standards during the second Army Physical Fitness Test (APFT), the DA Form 1059 reflects this outcome by indicating that the Soldier has "Marginally achieved course standards." This designation acknowledges that while the Soldier may have shown some effort or ability, they did not meet the physical fitness requirements necessary for satisfactory performance in the context of their training. The inclusion of "Marginally achieved course standards" serves as a formal recognition of the Soldier's performance level and provides documentation for their physical fitness status. Such records are important as they can influence future enrollment in courses, assessments of physical readiness, and overall evaluations of a Soldier's capabilities within their military career. The other options mentioned do not accurately reflect the situation when a Soldier fails the second APFT. Statements like "Qualified for re-enrollment," "Satisfactory performance achieved," and "Successfully completed all requirements" would imply that the Soldier met or exceeded the expected standards, which is not the case if they have failed the APFT. Thus, the only appropriate designation given a second failure on the APFT is that they have marginally achieved the course standards.

**2. What is the required action if a Soldier is found to have insufficient performing standards in NCOES?**

- A. Reinstate their position immediately**
- B. Bar them from attending other courses**
- C. Evaluate for possible removal from the course**
- D. Provide them with a mentor**

If a Soldier is found to have insufficient performing standards in the Noncommissioned Officer Education System (NCOES), the appropriate course of action is to evaluate for possible removal from the course. This process is crucial because NCOES is designed to ensure that Soldiers meet the necessary competencies and standards required for their roles. Removing a Soldier from the course is a measure that underscores the importance of maintaining high performance standards within the NCO ranks. It allows for the identification of performance-related issues that could hinder not only the individual's development but also the effectiveness of the unit as a whole. Evaluating a Soldier for possible removal ensures that the integrity and effectiveness of the training program are upheld. In contrast, reinstating their position immediately would not address the underlying performance issues and could compromise the quality of the training. Barriers to attending other courses may not provide a constructive path for improvement. Providing a mentor could be beneficial, but it does not address the immediate concerns regarding the Soldier's inadequate performance within the course context. Thus, evaluating for possible removal is the most appropriate and formalized action to take in response to insufficient performance standards in NCOES.

### **3. How should NCOs approach conflict resolution within a team?**

- A. By enforcing discipline**
- B. By facilitating open discussions**
- C. By ignoring the problem**
- D. By escalating issues to superiors**

Facilitating open discussions is crucial for effective conflict resolution within a team because it encourages communication and collaboration among team members. When NCOs create an environment where individuals feel comfortable expressing their thoughts, feelings, and concerns, it helps to address the root causes of the conflict. Open discussions allow for different perspectives to be shared, which promotes understanding and helps the team find common ground. By actively listening to each member and guiding the conversation, NCOs can help diffuse tension and foster a sense of cooperation. This approach not only resolves the current conflict but also strengthens team dynamics and builds trust among team members, leading to a healthier and more productive work environment. In contrast, enforcing discipline may lead to resentment and does not address the underlying issues causing the conflict. Ignoring the problem can exacerbate tensions and lead to further misunderstandings. Escalating issues to superiors can undermine team cohesion and is not an ideal first step, as resolving conflicts at the team level fosters a stronger sense of accountability and ownership among members.

### **4. What is a key principle of effective counseling by NCOs?**

- A. Providing criticism with no solutions**
- B. Developing a personal connection**
- C. Ensuring a two-way communication for understanding**
- D. Focusing only on past mistakes**

Ensuring a two-way communication for understanding is a key principle of effective counseling by NCOs because it promotes an open dialogue between the counselor and the individual being counseled. This communication dynamic allows both parties to express their thoughts and feelings, leading to a clearer understanding of issues and concerns. When there is an interactive exchange, it not only encourages trust but also empowers the individual, making them feel valued and heard. This collaborative approach helps to identify solutions and create actionable plans for improvement, ultimately fostering personal and professional growth. In contrast, providing criticism with no solutions does not help the individual grow or resolve issues. Developing a personal connection, while beneficial, is not as foundational as the necessity for clear communication in achieving effective counseling outcomes. Lastly, focusing only on past mistakes can lead to a negative atmosphere, hindering progress rather than encouraging it, as it does not foster a forward-looking mindset essential for development.

## 5. What does AAR stand for in a military context?

- A. After Action Review**
- B. Assessment and Accountability Review**
- C. Action Assessment Report**
- D. After Assignment Review**

In a military context, AAR stands for After Action Review. This process is critical as it involves a structured review conducted following a mission or event. The primary purpose of an AAR is to analyze what happened, what went well, what could have been improved, and how lessons learned can be applied to future operations. This continuous feedback system helps in enhancing operational effectiveness and ensures that both successes and failures are documented and learned from. The After Action Review plays a significant role in fostering an environment of learning and improvement within military units. It encourages open communication among team members, allowing personnel to share insights and contribute to collective knowledge. As a result, AARs are invaluable in preparing military leaders and their troops for future challenges. Other terms, such as Assessment and Accountability Review, Action Assessment Report, and After Assignment Review, while they may seem relevant, do not encapsulate the formalized and structured learning process that an AAR represents in military operations.

## 6. Why is mutual trust important in the NCO-commander relationship?

- A. It improves the aesthetic of military uniforms**
- B. It fosters open communication and enhances unit cohesion and performance**
- C. It increases the number of soldiers in the ranks**
- D. It ensures adherence to regulations**

Mutual trust in the NCO-commander relationship is fundamental to fostering open communication, which is essential for any effective team dynamic. When NCOs and commanders trust one another, they are more likely to share honest feedback, voice concerns, and discuss ideas or strategies without fear of retribution. This open communication is crucial for resolving issues, aligning objectives, and maintaining morale within the unit. Furthermore, when trust is established, it contributes significantly to unit cohesion. Soldiers are more likely to work well together and support each other when they believe their leaders are competent and will support them in return. This enhanced collaboration improves overall performance, enabling the unit to achieve its goals more effectively. Ultimately, mutual trust leads to a more positive and productive environment, where everyone feels empowered to contribute to the mission's success. This understanding of trust's role highlights its importance in military operations and the overall effectiveness of the organization.

## 7. What is TASS?

- A. An exclusive military training program
- B. A composite school system**
- C. A financial management system
- D. A leadership development program

The Training and Doctrine Command's Army School System (TASS) represents a composite school system dedicated to the education and training of soldiers within the Army. This system encompasses multiple training facilities and schools, enabling a standardized approach to military education across various disciplines and specialties. The structure allows for a cohesive integration of new technologies, methodologies, and curricula, thereby enhancing the overall effectiveness of military training and promoting professional development among soldiers. In the context of this question, it is clear that TASS is fundamentally about delivering comprehensive educational programs rather than being focused on a singular aspect like leadership development or financial management. The composite nature of the system ensures that it meets the diverse needs of the Army, reinforcing the importance of broad-based training in military readiness.

## 8. What is the significance of the NCO Creed in the context of the guide?

- A. It serves as a requirement for promotion
- B. It outlines NCO benefits and privileges
- C. It serves as a foundational document that guides NCO behavior and responsibilities**
- D. It provides historical context for leadership

The NCO Creed is significant as a foundational document that outlines the expectations, behavior, and responsibilities of Non-Commissioned Officers (NCOs). It articulates the core values and principles that all NCOs are expected to embody, emphasizing leadership, dedication, and the importance of developing junior soldiers. The Creed serves as a moral compass for NCOs, guiding their actions and decisions both in garrison and in combat situations. By establishing a clear framework of what it means to be an NCO, the Creed helps cultivate a sense of identity and pride within the ranks. It reinforces the commitment to uphold the Army values and fosters a culture of accountability and mentorship among soldiers. Understanding the NCO Creed is crucial for professional development, as it helps NCOs align their performance with the Army's vision and mission. The other options do not capture the true essence of the NCO Creed. While promotion requirements, benefits, privileges, and historical context are essential for understanding the role of NCOs, they do not represent the primary function of the Creed itself, which is to guide behavior and responsibilities.

## 9. Why is the NCO Corps significant in the Army?

- A. It serves as the backbone of the Army**
- B. It manages the Army logistics**
- C. It focuses on soldier recruitment**
- D. It provides legal advice to commanders**

The significance of the NCO Corps in the Army primarily lies in its role as the backbone of the Army. This designation underscores the crucial position NCOs hold in leading and training soldiers, providing the essential link between the enlisted ranks and the commissioned officers. NCOs are instrumental in enforcing standards, building unit cohesion, and ensuring that soldiers are well-prepared for their tasks. They carry out orders from their superiors and convey important information and feedback, which is vital for operational effectiveness. The other options reflect important roles within the Army but do not capture the overarching and foundational nature of the NCO Corps. While managing logistics is a critical function, it does not encompass the leadership and mentorship aspects of the NCOs. Similarly, soldier recruitment and providing legal advice to commanders are important activities in the Army structure, but they do not define the core function and emerging importance of the NCO Corps in shaping the Army's daily operations and long-term effectiveness. Thus, recognizing the NCO Corps as the backbone acknowledges their fundamental role in maintaining the Army's strength and readiness.

## 10. What process is used to evaluate subordinate performance in the Army?

- A. The Performance Feedback Session**
- B. The NCOER (Non-Commissioned Officer Evaluation Report) process**
- C. The Monthly Assessment Tool**
- D. The Leadership Assessment Framework**

The Non-Commissioned Officer Evaluation Report (NCOER) process is the primary method used to evaluate subordinate performance in the Army. It serves as a comprehensive assessment tool that captures a soldier's potential, contributions, and overall effectiveness in their role. The NCOER is designed to provide a formal and standardized mechanism for documenting the performance and achievements of NCOs, ensuring that evaluations are consistent and informative. This process involves gathering input from various sources, including self-assessment and supervisor inputs, to create a holistic view of performance over a specified rating period. It also plays a critical role in promotion decisions, assignments, and professional development opportunities, thereby directly impacting an NCO's career progression. The other options, while relevant to various aspects of leadership and assessment, do not serve as the primary or official evaluative tool within the Army. For instance, the Performance Feedback Session is a component of performance management that precedes the NCOER but does not provide an official evaluation, and tools like the Monthly Assessment Tool and the Leadership Assessment Framework focus on different areas of development and leadership rather than performance ratings.

## 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](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://ncoprofessionaldevelopmentguide.examzify.com>**

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

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