

New York Law Exam (NYLE) Administrative 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 NYCRR?
 - A. A list of agencies.
 - B. Published compilation of rules and regulations of all state agencies; State Register as well.
 - C. A federal regulation.
 - D. A city ordinance code.

2. What is the primary content requirement in minutes?
 - A. All Matters Voted Upon
 - B. Attendance Records Only
 - C. Budget Figures Only
 - D. Agenda Items Only

3. Do CPLR rules apply to administrative hearings?
 - A. Yes, fully
 - B. They apply partially
 - C. CPLR does not apply to administrative hearings
 - D. Only in appellate reviews

4. When does a rule become effective?
 - A. Immediately upon adoption.
 - B. Not effective until filed with Secretary of State and notice of adoption is published in State Register.
 - C. After a 60-day waiting period.
 - D. Only after the Governor's approval.

5. What is required for notice of hearing in administrative proceedings to satisfy due process?
 - A. Reasonable notice of hearing
 - B. Detailed charges communicated orally
 - C. Public announcement
 - D. Notice only after hearing

6. Is there a right to counsel in administrative hearings?
- A. No, no counsel
 - B. Yes, all persons may be accompanied, represented and advised by counsel
 - C. Only for indigent parties
 - D. Only for certain subjects
7. Are minutes required for all open meetings, including executive sessions?
- A. Yes
 - B. No
 - C. Only If a Majority Agrees
 - D. Only If Requested
8. Who has burden of proof in an administrative hearing?
- A. The party who initiates the proceeding
 - B. The agency
 - C. The public
 - D. The presiding officer
9. An agency action is considered arbitrary and capricious if it is which of the following?
- A. Taken without sound basis in reason or regard to the facts
 - B. Fully supported by evidence
 - C. Credible and well-documented
 - D. Consistent with the statute
10. Who reviews findings of fact during review of agency determination?
- A. The appellate division, confined to the administrative record
 - B. The original agency in a de novo hearing
 - C. A special master appointed by the court
 - D. The federal courts

Answers

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

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Explanations

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1. What is the NYCRR?

- A. A list of agencies.
- B. Published compilation of rules and regulations of all state agencies; State Register as well.
- C. A federal regulation.
- D. A city ordinance code.

NYCRR stands for New York Codes, Rules and Regulations. It is the official compilation of the rules and regulations adopted by New York State agencies, organized by title, chapter or agency, and section so you can locate the current regulatory requirements that apply to state government actions. The State Register is a related publication that lists notices of proposed rulemaking, emergency rules, and other regulatory actions, giving the public advance information on changes before they're codified. This makes the NYCRR the codified body of state rules, while the State Register provides the notices and proposed actions that lead to those codified rules. It's distinct from federal regulations (CFR) and from city ordinances or codes, which are local rather than state.

2. What is the primary content requirement in minutes?

- A. All Matters Voted Upon
- B. Attendance Records Only
- C. Budget Figures Only
- D. Agenda Items Only

Minutes serve as the official record of what the governing body actually did, not just what was discussed. The essential content is recording every matter that was voted upon and the outcome of those votes, including who moved and seconded motions, who voted, and any abstentions. This focus ensures the minutes accurately reflect decisions and provide a reliable basis for accountability and future reference. Attendance information and the list of agenda topics appear as supporting context, but they do not replace the need to document the decisions and their formal results. Budget figures or other details are included only to the extent they were the subject of a vote or motion; they are not the sole or primary content. If minutes only listed agenda items without recording the decisions, the official record would fail to capture what the body actually approved or rejected.

3. Do CPLR rules apply to administrative hearings?

- A. Yes, fully
- B. They apply partially
- C. CPLR does not apply to administrative hearings
- D. Only in appellate reviews

CPLR rules govern court actions, not agency-adjudicatory hearings. Administrative hearings are run under the agency's own enabling statute and regulations, which set the specific procedures, notice, evidence, and due-process standards for that hearing. The Civil Practice Law and Rules provide the procedural framework for civil actions in the New York courts, not for the proceedings held by administrative agencies. The CPLR becomes relevant only if you challenge the agency's decision in court through an Article 78 petition or similar judicial review, at which point the court applies CPLR rules in that court proceeding. So, the hearing itself is not governed by the CPLR.

4. When does a rule become effective?

- A. Immediately upon adoption.
- B. Not effective until filed with Secretary of State and notice of adoption is published in State Register.**
- C. After a 60-day waiting period.
- D. Only after the Governor's approval.

In New York, a rule doesn't become enforceable as soon as it's adopted. It becomes effective only after two things happen: the rule is filed with the Secretary of State, and a notice of adoption is published in the State Register. The filing creates the official record of the rule, and the State Register publication provides the required public notice of the rule and its effective date. The governor's approval isn't part of the standard process for most regulations, and there isn't a mandatory 60-day waiting period. If a specific effective date is stated in the notice, that date governs; otherwise, the rule takes effect after these filing and publication steps.

5. What is required for notice of hearing in administrative proceedings to satisfy due process?

- A. Reasonable notice of hearing**
- B. Detailed charges communicated orally
- C. Public announcement
- D. Notice only after hearing

Notice must be reasonably calculated to inform those affected of the hearing and to give them a meaningful opportunity to be heard. That standard respects due process by ensuring interested parties know when and where the proceeding will occur and what is at issue, so they can prepare and present their side. Reasonable notice can be in writing and should provide enough information to prepare a defense (time, place, subject, and general charges). It need not be elaborate or oral, and it does not require the entire proceeding to be announced to the public. Notice after the hearing makes no sense for due process, as there is no opportunity to respond. So the best choice reflects the required balance: notice that is reasonably calculated to inform and enable participation.

6. Is there a right to counsel in administrative hearings?

- A. No, no counsel
- B. Yes, all persons may be accompanied, represented and advised by counsel**
- C. Only for indigent parties
- D. Only for certain subjects

In administrative hearings, parties have the practical right to be accompanied, represented, and advised by counsel. This helps ensure a fair and meaningful opportunity to present evidence, understand procedures, and argue legal points, with counsel handling questions, cross-examination, and strategic guidance. While the constitutional right to counsel doesn't apply in the same way as in criminal trials, agency rules typically allow representation for all parties, so everyone may have a lawyer or advisor participate.

7. Are minutes required for all open meetings, including executive sessions?

A. Yes

B. No

C. Only If a Majority Agrees

D. Only If Requested

Minutes are the formal record of what happens at a public body's meetings, and the duty to keep them applies to every meeting under the Open Meetings Law, including the parts held as executive sessions. Even though an executive session is closed to the public, the meeting still must be officially documented. The minutes should show basic details like when and where the meeting occurred, who was present, and the actions taken or votes cast on open matters. For the open portions, this information is typically public, while the substantive content of executive-session discussions is treated as confidential and may be sealed or summarized only to the extent allowed by law. The requirement to maintain minutes does not depend on a majority agreeing or on someone requesting them; it is a statutory obligation.

8. Who has burden of proof in an administrative hearing?

A. The party who initiates the proceeding

B. The agency

C. The public

D. The presiding officer

In administrative hearings, the burden of proof sits with the party who starts the proceeding. That party must show, by a preponderance of the evidence, that their claims are more likely true than not and that they're entitled to the relief they seek. The agency and its witnesses present evidence to respond, but the initial responsibility to prove the case lies with the petitioner. The presiding officer's role is to apply the rules of evidence and judge the merits of the evidence presented, not to prove the facts themselves. The public is not a party with a burden of proof in ordinary administrative adjudications. While some statutes can shift burdens in specific contexts, the typical framework places the burden on the initiating party to establish entitlement.

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9. An agency action is considered arbitrary and capricious if it is which of the following?

- A. Taken without sound basis in reason or regard to the facts
- B. Fully supported by evidence
- C. Credible and well-documented
- D. Consistent with the statute

Arbitrary and capricious means the agency's decision wasn't grounded in a rational connection to the facts or the governing law. The agency must base its action on a sound reasoning process that takes account of the relevant data in the record and explains how that data supports the outcome. If important factors are ignored, irrelevant factors are relied on, or the agency offers no coherent explanation tying the record to its decision, the action can be deemed arbitrary and capricious. That's why the description taken without sound basis in reason or regard to the facts is the right fit. It captures the essence of a decision made without a rational connection to what's known or required by law. The other descriptions describe actions that would show proper, defensible decision-making: being fully supported by evidence, being credible and well-documented, or being consistent with the statute all indicate a reasoned, lawful choice.

10. Who reviews findings of fact during review of agency determination?

- A. The appellate division, confined to the administrative record
- B. The original agency in a de novo hearing
- C. A special master appointed by the court
- D. The federal courts

In New York, when challenging an agency's determination, the court reviews the agency's findings of fact based on the administrative record that was before the agency. The reviewing body is the appellate division, and its review is confined to that record, with no new evidence or de novo fact-finding. This approach ensures the agency's factual determinations are supported by substantial evidence in the record and consistent with the law.

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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://nyleadmin.examzify.com>

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

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