

RELATIVITY CERTIFIED ADMINISTRATOR PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://relativitycertifiedadmin.examzify.com>



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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. How many groups can be assigned full admin rights over a workspace?**
 - A. Multiple groups are allowed
 - B. One group only
 - C. No groups are allowed
 - D. It varies by workspace

- 2. In a dtSearch, what is the significance of noise words?**
 - A. Noise words enhance search accuracy
 - B. Noise words are always included in the result set
 - C. Noise words must be excluded to enhance the search
 - D. Noise words are searchable terms

- 3. Can you save filters set on the Files tab for future use?**
 - A. Yes, but only for specific file types
 - B. No, filters must be set each time
 - C. Yes, they can be saved and reused
 - D. Yes, but only in the All Files tab

- 4. What happens if List is selected as the filter type for a Fixed Length text field with more than 255 items?**
 - A. The filter will work without any issues
 - B. The field reverts to the Textbox filter type
 - C. The list will display all items without limitation
 - D. The document will not be accessible

- 5. What permissions do standard users have regarding Relativity Scripts?**
 - A. View and Run Unlocked Scripts only
 - B. View and Run Locked Scripts
 - C. Link to Unlocked scripts if add rights are provided
 - D. All of the above

- 6. At which character count does dtSearch truncate an uninterrupted search string?**
- A. 20 characters
 - B. 32 characters
 - C. 50 characters
 - D. 64 characters
- 7. What permission is required to utilize the Email Thread Visualization feature?**
- A. Object Security - Color Map - View or higher
 - B. Admin Operations - Email Thread Visualization
 - C. Object Security - Structured Analytics Set - View or higher
 - D. Object Security - Structured Analytics Results - View or higher
- 8. How can permissions to install Library Applications be granted?**
- A. By any users with admin privileges
 - B. Only for system admins
 - C. By the Everyone group settings
 - D. Through workspace permissions
- 9. What will happen if an email lacks a Date Sent field?**
- A. It will be categorized as sent
 - B. It will be categorized as a draft
 - C. It will generate an error
 - D. It will be excluded from analysis
- 10. True or False: System admins can edit locked scripts.**
- A. True
 - B. False
 - C. Only if they have specific permissions
 - D. False, unless it is their own script

Answers

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

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Explanations

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1. How many groups can be assigned full admin rights over a workspace?

- A. Multiple groups are allowed
- B. One group only**
- C. No groups are allowed
- D. It varies by workspace

The correct answer indicates that only one group can be assigned full admin rights over a workspace at a given time. This structure is important in maintaining clarity and accountability within the workspace management hierarchy. By limiting full admin rights to a single group, it ensures that there is a clear line of authority and decision-making, which can prevent confusion and overlapping responsibilities that might arise if multiple groups were granted the same level of access. This restriction helps in maintaining a more organized and efficient workspace environment, as it centralizes administrative control and streamlines the processes for managing users, access rights, and configurations. In scenarios where different groups may need various levels of permissions, the workspace can still be configured to allow for other roles and permissions without compromising the integrity of the primary admin structure. This creates a balanced approach to security and functionality within the platform.

2. In a dtSearch, what is the significance of noise words?

- A. Noise words enhance search accuracy
- B. Noise words are always included in the result set
- C. Noise words must be excluded to enhance the search**
- D. Noise words are searchable terms

In the context of dtSearch, noise words refer to common words that are often filtered out during the search process because they typically carry little meaning on their own. These are words like "and," "the," "is," and similar terms that appear frequently but do not contribute significant value to the search results. Excluding noise words is significant because it helps to refine and enhance the accuracy of search results. By filtering out these terms, the search engine can focus on more relevant and meaningful words, allowing it to return results that are more pertinent to the user's query. This streamlining leads to improved efficiency and relevance in search outcomes, as resources are concentrated on substantial terms rather than generic, overused ones. Therefore, the correct approach in dtSearch is to exclude noise words to maximize the effectiveness of search queries. This practice fosters more precise searches and reduces noise in the data, ultimately leading users to find the information they need more quickly and effectively.

3. Can you save filters set on the Files tab for future use?

- A. Yes, but only for specific file types
- B. No, filters must be set each time
- C. Yes, they can be saved and reused**
- D. Yes, but only in the All Files tab

You can indeed save filters set on the Files tab for future use, which allows for a more efficient workflow by eliminating the need to repeatedly set the same filters. This feature is particularly useful for users who frequently need to access specific subsets of files under particular criteria, as it streamlines the process and enhances productivity. By saving the filters, users can easily return to their preferred views and maintain a consistent workflow, making it a valuable feature in file management within the application.

4. What happens if List is selected as the filter type for a Fixed Length text field with more than 255 items?

- A. The filter will work without any issues
- B. The field reverts to the Textbox filter type**
- C. The list will display all items without limitation
- D. The document will not be accessible

When List is selected as the filter type for a Fixed Length text field that contains more than 255 items, the system automatically reverts to the Textbox filter type. This limitation is primarily due to underlying technical constraints within certain platforms and their handling of metadata. Fixed Length text fields are designed for specific use cases, and when the item count exceeds the allowed threshold for list-based filters, switching to a Textbox allows users to manually enter values rather than being constrained by a list that cannot display or represent all available options. This behavior preserves the user's ability to interact with the data even when it exceeds the system's predefined limits for a List filter type. Therefore, by adjusting the filter type to Textbox, the system ensures that users can still input values without the structural limitations that would come from trying to represent an overly large dataset within a List format. The system's design prioritizes functionality and user experience under these conditions.

5. What permissions do standard users have regarding Relativity Scripts?

- A. View and Run Unlocked Scripts only
- B. View and Run Locked Scripts
- C. Link to Unlocked scripts if add rights are provided
- D. All of the above**

Standard users in Relativity are granted specific permissions that give them a versatile way to interact with scripts based on their lock status and additional permissions granted. They can view and run unlocked scripts, which means they have access to scripts that are not restricted in terms of editing or execution, thus enabling them to use these resources without needing elevated privileges. In addition to viewing and executing unlocked scripts, standard users also have the capability to view and run locked scripts. These scripts, however, are typically restricted from being edited, maintaining their security and integrity while still allowing users to utilize their functionality. Furthermore, if additional rights are provided, standard users can link to unlocked scripts. This means that even if a script is primarily under a user's permissions, they can still create references to those scripts as long as the necessary add rights are granted by an administrator. The combination of these permissions encapsulates a full range of capabilities regarding Relativity Scripts, empowering standard users to effectively work within the system while upholding the necessary safeguards and requirements set by the organization. Thus, the comprehensive nature of these permissions establishes why the correct understanding includes all the mentioned scenarios, leading to the conclusion that all these points accurately represent the abilities of standard users regarding Relativity Scripts.

6. At which character count does dtSearch truncate an uninterrupted search string?

- A. 20 characters
- B. 32 characters**
- C. 50 characters
- D. 64 characters

The correct answer is that dtSearch truncates an uninterrupted search string at 32 characters. This behavior is important for users to understand because it delineates the maximum length of search strings that dtSearch will process as a single uninterrupted term. A search string that exceeds this character count will be truncated to fit within the 32-character limit, meaning that only the first 32 characters of the string will be analyzed. This can impact the relevance and accuracy of search results if users expect to search with longer phrases or strings. Understanding this limit helps users formulate their searches more effectively by guiding them on how to structure their queries to ensure they capture the intended results while staying within the constraints of the system.

7. What permission is required to utilize the Email Thread Visualization feature?

- A. Object Security - Color Map - View or higher
- B. Admin Operations - Email Thread Visualization**
- C. Object Security - Structured Analytics Set - View or higher
- D. Object Security - Structured Analytics Results - View or higher

The Email Thread Visualization feature is a specialized tool designed to help users analyze email threads more effectively by visualizing their structure and relationships. To utilize this feature, users must have specific administrative permission. The required permission—Admin Operations - Email Thread Visualization—grants access to this specific tool, ensuring that only authorized personnel can perform tasks related to email thread analysis. This permission is essential because it controls access to advanced functionalities that require a higher level of operational control and understanding of the platform. Users who operate within the bounds of this permission can leverage the full capabilities of the Email Thread Visualization tool without risking exposure to sensitive data or functionalities reserved for administration. In contrast, the other options reflect permissions related to different aspects of data access or security but do not encompass the specific requirements for using the Email Thread Visualization feature. Therefore, having the Admin Operations permission specifically tailored for this function is key to ensuring proper application and adherence to security protocols within the system.

8. How can permissions to install Library Applications be granted?

- A. By any users with admin privileges
- B. Only for system admins**
- C. By the Everyone group settings
- D. Through workspace permissions

Granting permissions to install Library Applications typically requires a specific level of authorization within the organizational structure of the platform. In this case, only system admins possess the necessary rights to manage these permissions effectively. System admins have full access to configure and control various aspects of the application environment, including the installation of Library Applications. This role is responsible for ensuring that installations are aligned with organizational policies, security protocols, and performance standards. While other user groups, such as those with admin privileges or general users, may have certain permissions, the ability to install Library Applications represents a higher level of access that is reserved strictly for system administrators. By limiting this capability to sysadmins, organizations can maintain better control over software deployments and reduce the risk of unauthorized changes to the operational environment.

9. What will happen if an email lacks a Date Sent field?

- A. It will be categorized as sent
- B. It will be categorized as a draft**
- C. It will generate an error
- D. It will be excluded from analysis

When an email lacks a Date Sent field, it will be categorized as a draft. This is because a Date Sent field typically indicates that the email has been sent and is part of sent items. Without this date, the system does not recognize the email as officially sent, leading it to be classified as a draft instead. Drafts are emails that are composed but not yet sent, making them a work in progress. This categorization allows users to easily identify which emails still require action and have not yet been delivered to a recipient's inbox. Other classifications, such as sent, generated errors, or exclusions from analysis, do not apply in this context, as they pertain to different conditions or scenarios regarding email statuses.

10. True or False: System admins can edit locked scripts.

- A. True
- B. False**
- C. Only if they have specific permissions
- D. False, unless it is their own script

System administrators generally do not have the ability to edit locked scripts. Locking a script is a security measure intended to prevent changes that could affect system integrity or functionality. When a script is locked, it indicates that modifications are restricted, typically to maintain the script's intended behavior or to protect it from unauthorized changes. Only users with the explicit permission to unlock or modify a locked script can make changes, and this usually requires a higher level of access or a specific role designated for script management. In practice, this means that regardless of their administrative status, system admins cannot edit such scripts unless they possess the necessary permissions to override the lock. This maintains a secure environment by ensuring that critical scripts are not altered without proper authority.

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://relativitycertifiedadmin.examzify.com>

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

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