Relativity Processing Specialist Practice Exam (Sample)

Study Guide

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Questions

1. What is the default setting for auto-refresh of processing history?

A. Disabled

B. 30 seconds

C. 1 minute

D. 5 minutes

2. What is the recommended setting for Excel Extraction Method?

A. Relativity

B. Native

C. Native (failover to dtSearch)

D. dtSearch (failover to Native)

3. If the DeNIST mode is turned on, will standalone NIST files be affected?

A. Yes, they will all be removed

B. No, only attached files will be removed

C. DeNIST mode does not influence standalone files

D. Only corrupted NIST files will be affected

4. What is a characteristic of a processing set in Relativity?

A. It can include multiple processing profiles

B. It must include at least one data source

C. It is only for documents

D. It allows unlimited users

5. Which of the following are valid filters available on the Files tab? (Select All That Apply)

A. Custodian and Error Category

B. Document Type and Custodian

C. Sort Date and Source Path

D. File Type and Review Status

6. True or False: You can map a processing field to anything other than a Unicode-enabled field.

A. True

B. False

C. Depends on the format

D. Only to specific fields

7. If a processing set to which you've added a data source has already been published, which action can you perform on the data source?

A. Add/Edit a Data Source

B. Edit the Document Numbering Prefix

C. Delete a Data Source

D. Edit the Name Field

8. In a data migration report, what do discrepancies between Published Documents and Documents in Workspace counts suggest?

A. Documents are still processing

B. Documents were deleted after publishing

C. A discrepancy in data import procedures

D. File types were incorrectly categorized

9. In the Processing Data Source view, which of the following is NOT a field displayed?

A. Document Status

B. Document Numbering Prefix

C. Processing Date

D. Percent Complete

10. What occurs if you choose to “not break parent/child groups” during the DeNIST process?

A. All files are retained regardless of type

B. Only loose NIST files remain attached

C. NIST files will be part of non-parent/child files

D. Only NIST files not part of parent/child groups will be removed

Answers

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

Explanations

1. What is the default setting for auto-refresh of processing history?

A. Disabled

B. 30 seconds

C. 1 minute

D. 5 minutes

The default setting for auto-refresh of processing history is disabled. This means that when you first set up a processing task or load the processing history in an application, it does not automatically refresh at any interval. Users need to manually refresh the data to see any updates, which allows for more controlled and deliberate management of the information being displayed. If auto-refresh were enabled by default, it could lead to distractions, interruptions during processing tasks, or situations where users are not able to focus on other critical activities while the data updates continually. By keeping it disabled, the system ensures that users can decide when to check for new information, fostering a more productive environment tailored to the user's workflow needs.

2. What is the recommended setting for Excel Extraction Method?

A. Relativity

B. Native

C. Native (failover to dtSearch)

D. dtSearch (failover to Native)

The recommended setting for the Excel Extraction Method is "Relativity" because this option allows a more integrated extraction process specifically designed to work with the Relativity platform. By selecting the Relativity option, users can ensure that the extraction method is optimized for handling Excel files within the Relativity ecosystem, leading to better accuracy and efficiency in processing these documents. Using the Relativity extraction method is particularly advantageous as it focuses on native processing capabilities within the platform, ensuring that metadata and document structure are preserved properly. This setting also supports Relativity's advanced features, making it more reliable when dealing with complex Excel files that may include embedded elements, formulas, or multiple sheets. In contrast, the other options may not fully leverage the capabilities of Relativity for handling Excel files, which could result in less effective extraction processes. For example, using the Native option may not make the most of the platform-specific features available in Relativity. The failover settings in some options might complicate the extraction process or introduce unnecessary steps, potentially leading to inefficiencies. Thus, choosing the "Relativity" extraction method aligns with best practices for processing Excel data, taking full advantage of the specialized tools and methods Relativity offers.

3. If the DeNIST mode is turned on, will standalone NIST files be affected?

A. Yes, they will all be removed

B. No, only attached files will be removed

C. DeNIST mode does not influence standalone files

D. Only corrupted NIST files will be affected

The correct answer indicates that when DeNIST mode is activated, it specifically targets attached files rather than standalone NIST files. In the context of data processing, DeNIST is a process that effectively removes known irrelevant or unneeded data based on NIST (National Institute of Standards and Technology) file lists. Standalone NIST files, which are not linked or dependent on other files in the system, remain untouched and unaffected by this specific processing mode. This operation is designed to ensure that while unnecessary attachments are cleaned up to streamline data for analysis or review, core standalone files integral to the data set retain their presence. Thus, users can ensure that essential NIST files remain available and intact, while extraneous files are eliminated for efficiency and clarity in the dataset being managed.

4. What is a characteristic of a processing set in Relativity?

A. It can include multiple processing profiles

B. It must include at least one data source

C. It is only for documents

D. It allows unlimited users

A processing set in Relativity is fundamentally designed to handle and manage data in preparation for analysis and review. One of its key characteristics is that it must include at least one data source, which serves as the foundation for the processing activities. This data source could be various forms of electronically stored information (ESI), such as documents, emails, or even other files that need to be processed for review and analysis in legal contexts. This requirement ensures that there is a clear input for the processing set to operate on, which is crucial for tasks like extracting metadata, applying filters, and generating reports. Without a data source, the processing set would have no content to work with, thereby rendering it ineffective in facilitating the processing workflow. In contrast, while processing profiles, the types of documents, and user permissions are relevant threads within the context of processing sets, they do not define the essential characteristic that each processing set must have. Understanding this aspect is vital for anyone involved in data management and processing within the Relativity platform.

5. Which of the following are valid filters available on the Files tab? (Select All That Apply)

A. Custodian and Error Category

B. Document Type and Custodian

C. Sort Date and Source Path

D. File Type and Review Status

The choice of "Custodian and Error Category" as valid filters available on the Files tab is accurate because these filters are commonly used in data processing and review platforms. The "Custodian" filter allows users to categorize and manage files based on the individuals or entities responsible for the data, which is critical during discovery and investigation phases. The "Error Category" filter helps users identify and categorize files that have encountered issues during processing, allowing for more streamlined troubleshooting and resolution of any problems. In contrast, while other options may include terms that sound relevant, they either mix filters that are not typically used together or include some elements that do not function as available filters in standard data processing workflows. Understanding the role of each filter is essential in effectively managing and navigating through file datasets, particularly in legal and compliance contexts.

6. True or False: You can map a processing field to anything other than a Unicode-enabled field.

A. True

B. False

C. Depends on the format

D. Only to specific fields

Mapping a processing field to anything other than a Unicode-enabled field is not possible, making the statement false. Unicode-enabled fields are specifically designed to accommodate a wider range of characters and symbols, essential for processing various types of data, especially when dealing with multiple languages and special characters. Therefore, only Unicode-enabled fields can be effectively utilized for mapping in data processing scenarios to ensure accurate representation and functionality of the data being handled. This is particularly important in contexts where text integrity and character consistency are critical. Other types of fields may lack the necessary compatibility to handle the complexities that Unicode fields are designed to address.

7. If a processing set to which you've added a data source has already been published, which action can you perform on the data source?

A. Add/Edit a Data Source

B. Edit the Document Numbering Prefix

C. Delete a Data Source

D. Edit the Name Field

Editing the Name Field of a data source in a processing set that has already been published is permissible because it does not affect the underlying structure or functionality of the processing set itself. When a processing set is published, certain aspects like the data integrity and the relationships established within the applications remain intact during updates of non-critical metadata. The ability to modify the Name Field allows users to better manage their data sources by providing them with clearer or more relevant nomenclature without altering the fundamental processing mechanisms or published outputs. This flexibility is essential for maintaining data organization and clarity within a processing environment. Options such as adding a data source, editing document numbering prefixes, or deleting a data source typically require the processing set to be unpublished, as these actions can significantly change the processing logic or outputs associated with the data.

8. In a data migration report, what do discrepancies between Published Documents and Documents in Workspace counts suggest?

A. Documents are still processing

B. Documents were deleted after publishing

C. A discrepancy in data import procedures

D. File types were incorrectly categorized

The choice indicating that discrepancies between Published Documents and Documents in Workspace counts suggest that documents were deleted after publishing is correct because it reflects a common scenario encountered in data migration and document management systems. When documents are published, they are made available in the published state. However, if some of these documents are subsequently deleted from the workspace, it leads to a difference in the counts between what has been published and what is currently available in the workspace. This situation signifies that while the documents were initially published and presumably present in the workspace, their deletion results in a disparity in the record counts. Such discrepancies would typically warrant an investigation into the workflow or document management processes to ascertain when and why documents were removed. The other options suggest explanations that are less likely or do not directly correlate with the scenario described. For instance, stating that documents are still processing does not account for the fact that the published documents should be reflected in the counts regardless of processing status. A discrepancy in data import procedures could lead to count mismatches, but it does not specifically explain a decrease in documents due to deletions. Lastly, incorrect categorization of file types is unrelated to the count discrepancies between published and workspace documents. Thus, the implication of deletions aligns most accurately with the observed discrepancies.

9. In the Processing Data Source view, which of the following is NOT a field displayed?

A. Document Status

B. Document Numbering Prefix

C. Processing Date

D. Percent Complete

In the Processing Data Source view, specific fields provide critical insights into the progress and status of document processing. The field "Document Status" indicates the current state of the document, such as whether it is being processed, completed, or requires attention. "Document Numbering Prefix" serves as a unique identifier or classification for documents, which aids in organization and retrieval. "Percent Complete" reflects the progress status of the processing task, giving users an overview of how much work has been done relative to the total expected. The field that is not typically displayed in this particular view is "Processing Date." While the processing date may be important within a broader context or other views related to document management, it is not a standard field shown in the Processing Data Source view specifically. Understanding which fields are included or excluded in various views helps users navigate the software more effectively and utilize the right information for their tasks.

10. What occurs if you choose to “not break parent/child groups” during the DeNIST process?

A. All files are retained regardless of type

B. Only loose NIST files remain attached

C. NIST files will be part of non-parent/child files

D. Only NIST files not part of parent/child groups will be removed

In the context of the DeNIST process, opting to "not break parent/child groups" signifies that the hierarchical relationships between files will be preserved during processing. A parent file is typically a container file, such as a .zip or .tar file, which may contain multiple child files, such as individual documents or images. By choosing this option, the DeNIST process will ensure that any NIST (National Institute of Standards and Technology) files, which are often considered standard references for digital evidence and may include files like known system files or software, will only be removed if they are not part of these parent/child relationships. Thus, if a NIST file is identified as a child within a group, and you decide not to break these groups, it will remain attached to the parent file and will not be removed during the DeNIST process. Only those standalone NIST files that are not encapsulated within parent/child structures—that is, the loose or independent files—will be considered for deletion. This retains the integrity of the data structure while still applying the DeNIST process selectively.