

# Relativity Processing Specialist Practice Exam (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. If the value for Discover / Files with Extracted Text is 0 on the Processing Status Tab, what does this indicate?**
  - A. Text extraction has completed**
  - B. Text extraction is in progress**
  - C. Text extraction has not started**
  - D. Document processing is complete**
  
- 2. Can a password unlock multiple files?**
  - A. Yes**
  - B. No**
  - C. Only if they are in the same folder**
  - D. Only if they have the same encryption**
  
- 3. You can pause discovery from the Worker Monitoring Tab. True or False?**
  - A. True**
  - B. False**
  - C. Not Applicable**
  - D. It Depends**
  
- 4. Which separator should be used between email addresses in the Email Notifications Recipients field?**
  - A. Periods**
  - B. Carriage Returns**
  - C. Semicolons**
  - D. Commas**
  
- 5. What is the correct order for cancelling three different processing sets if global or custodial deduplication is selected?**
  - A. Reverse Order**
  - B. Sequential Order**
  - C. Random Order**
  - D. Immediate Order**

- 6. Relativity makes it so that your tenants can only see jobs in their client domain. True or False?**
- A. True**
  - B. False**
  - C. Not Applicable**
  - D. It Depends**
- 7. Which of the following is NOT affected by the presence of a password in processing?**
- A. File mapping**
  - B. Data extraction**
  - C. Document review**
  - D. Processing accuracy**
- 8. Does Relativity utilize an edited version of the NIST list published by the National Software Library?**
- A. Yes, it must be customized**
  - B. No, it uses the same NIST list without editing**
  - C. Yes, but only for certain workspaces**
  - D. No, the NIST list is not used at all**
- 9. Can reports be run on processing sets that have been cancelled?**
- A. Yes, reports can be run**
  - B. No, reports cannot be run**
  - C. Only partial reports can be run**
  - D. Reports can be run but are incomplete**
- 10. Which level in the numbering format represents the folder number?**
- A. PPP**
  - B. BBB**
  - C. FFFF**
  - D. NNNN**

## Answers

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

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## **Explanations**

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**1. If the value for Discover / Files with Extracted Text is 0 on the Processing Status Tab, what does this indicate?**

- A. Text extraction has completed**
- B. Text extraction is in progress**
- C. Text extraction has not started**
- D. Document processing is complete**

When the value for Discover / Files with Extracted Text is 0 in the Processing Status Tab, it signifies that text extraction has not yet begun. This implies that none of the documents have undergone the text extraction process. In typical workflow scenarios, files must first be processed and analyzed before any text can be extracted, meaning that if the count is zero, it is clear that this crucial step has not taken place. In contrast, if the text extraction were in progress, there would be a non-zero value indicating that some files have had text extracted, but since the value is zero, it confirms that this process has not started for the files present. Additionally, a completed text extraction would usually show a positive number reflecting the total files processed, which is also not the case here. Therefore, the data presented directly indicates the status of the text extraction process, leading to the conclusion that it has not commenced.

**2. Can a password unlock multiple files?**

- A. Yes**
- B. No**
- C. Only if they are in the same folder**
- D. Only if they have the same encryption**

A password can indeed unlock multiple files, especially when those files are protected or encrypted using the same encryption method and share the same password. This is commonly seen in scenarios where files are bundled together or when a user chooses to apply the same password for different documents or data types for convenience. In practice, many software applications allow you to set a single password for a group of files, making it easier to manage access without having to remember and input different passwords for each file. This approach enhances usability while maintaining a level of security. While the other options may present specific scenarios or conditions under which files might be password protected, they do not encompass the broader ability of a single password to unlock multiple files across various contexts.

**3. You can pause discovery from the Worker Monitoring Tab. True or False?**

**A. True**

**B. False**

**C. Not Applicable**

**D. It Depends**

The statement that you can pause discovery from the Worker Monitoring Tab is false. In Relativity, the Worker Monitoring Tab is primarily used for monitoring the progress of worker tasks and ensuring that the processing work is proceeding without issues. While it provides insights into the performance and status of various tasks, it does not have the capability to pause the discovery process directly. Pausing discovery typically requires using other tools or functionalities within the platform designed specifically for managing workflows and processing tasks. Therefore, understanding the specific capabilities and functions of each component of the Relativity platform is crucial for effectively managing case discovery processes.

**4. Which separator should be used between email addresses in the Email Notifications Recipients field?**

**A. Periods**

**B. Carriage Returns**

**C. Semicolons**

**D. Commas**

In the context of email notifications, the correct choice for separating multiple email addresses in the recipients field is the use of semicolons. Semicolons serve as a reliable delimiter that clearly distinguishes one email address from another, ensuring that each address is recognized individually by the email client. This formatting is particularly important when dealing with multiple recipients, as it prevents confusion and ensures accurate delivery of the emails to all intended parties. While other separators such as commas and periods might seem intuitive, they can lead to complications. For instance, some email clients may interpret commas incorrectly when parsing the recipient list, and periods don't serve as a standard separator in this context. Carriage returns could potentially break the format entirely, as they typically imply a new line rather than a continuation of the current list. Using semicolons aligns with best practices in email formatting, ensuring a smooth and effective communication process.

**5. What is the correct order for cancelling three different processing sets if global or custodial deduplication is selected?**

**A. Reverse Order**

**B. Sequential Order**

**C. Random Order**

**D. Immediate Order**

The correct order for cancelling three different processing sets when global or custodial deduplication is selected is to do so in reverse order. This approach is essential in scenarios where deduplication has been applied, as it ensures that any dependencies or relationships established during the processing of the earlier sets are appropriately handled. When deduplication occurs, the last set processed may contain references or links to items in the previous sets. By cancelling the processing sets in reverse order, you prevent any disruptions that might arise from prematurely removing a set that still has interdependencies with later sets. This way, the integrity of the data is maintained, and any potential issues caused by cascading effects of cancellations are minimized. In contrast, cancelling in a sequential, random, or immediate order could lead to inconsistencies or data loss, particularly in complex environments where data relationships are significant. Therefore, following the reverse order for cancellations helps maintain an organized and stable processing environment, which is critical for effective deduplication and data management.

**6. Relativity makes it so that your tenants can only see jobs in their client domain. True or False?**

**A. True**

**B. False**

**C. Not Applicable**

**D. It Depends**

The statement is true because Relativity is designed with robust security and user permission settings that ensure users, which include tenants or clients, can only access data that is pertinent to their specific domain. This segmentation of access is crucial in e-discovery and data management to maintain confidentiality and compliance with legal standards. By limiting visibility to only the jobs within their specific client domain, Relativity helps protect sensitive information, ensuring that users do not inadvertently access or modify data that belongs to other clients. This principle is central to managing multiple clients or cases within the same platform, promoting a secure and organized workspace. In scenarios where a user is assigned to a particular domain, their interface will reflect only the jobs relevant to that domain. This ensures that even if various clients are being managed within the same environment, each tenant's data remains isolated and secure from others.

**7. Which of the following is NOT affected by the presence of a password in processing?**

- A. File mapping**
- B. Data extraction**
- C. Document review**
- D. Processing accuracy**

In the context of data handling and processing, the presence of a password primarily influences various aspects of access and security rather than the internal mechanisms of data extraction. When a password protects a file or directory, it restricts access to the data during transfers, mapping, and reviews, ensuring that only authorized individuals can access sensitive information. While data extraction could technically still proceed for files that are accessible, the process might not directly be affected by the password itself, as extraction tools can either bypass or operate under the credentials required for access. Essentially, the extraction process concerns how data is pulled from the source rather than being fundamentally altered or hindered by a password when appropriate access has been granted. In comparison, file mapping deals with how data is organized and tracked within the system, which would certainly involve security considerations; document review entails examining content under particular security protocols; and processing accuracy involves ensuring the integrity and fidelity of the data throughout all stages, all of which are influenced by password security to maintain confidentiality and trustworthiness. Thus, while other aspects of processing are intricately tied to the role of a password, data extraction remains less directly influenced once access is secured.

**8. Does Relativity utilize an edited version of the NIST list published by the National Software Library?**

- A. Yes, it must be customized**
- B. No, it uses the same NIST list without editing**
- C. Yes, but only for certain workspaces**
- D. No, the NIST list is not used at all**

The correct understanding is that Relativity uses the NIST list as is, without any edits. The NIST list, published by the National Institute of Standards and Technology, provides a comprehensive reference of known software and file signatures that can be beneficial for e-discovery purposes. By implementing the unaltered NIST list, Relativity ensures accuracy in identifying file types and enhancing the reliability of its processing capabilities. This use maintains consistency and adherence to recognized standards, which is crucial for legal and compliance matters. The notion that the list must be customized suggests a need for tailored adjustments that are not actually the approach adopted by Relativity. While customization might seem appealing to adapt to specific needs, using the standard version of the NIST list allows users to leverage a widely accepted tool that incorporates the latest signatures and updates from NIST, contributing to robust data integrity during processing.

**9. Can reports be run on processing sets that have been cancelled?**

- A. Yes, reports can be run**
- B. No, reports cannot be run**
- C. Only partial reports can be run**
- D. Reports can be run but are incomplete**

In the context of processing sets, when a set has been canceled, it indicates that the processing operations associated with that set will not be completed or used. The reasoning behind the answer that reports cannot be run on canceled processing sets is based on the nature of the data involved. When a processing set is canceled, it often means that there is either no data available or the data is not valid for reporting purposes. Reports typically require complete and accurate data in order to produce meaningful insights. In this case, since the processing set was not successfully completed, any attempts to generate reports would not reflect reliable or substantial information, making it impractical and misleading to produce reports from such a canceled state. Therefore, the situation clearly defines that running reports on processing sets that have been canceled is not possible, as they do not provide a complete, coherent dataset for reporting.

**10. Which level in the numbering format represents the folder number?**

- A. PPP**
- B. BBB**
- C. FFFF**
- D. NNNN**

In the context of a numbering format used for folder organization, the correct answer is FFFF, which indicates the folder number. This level is specifically designed to identify and categorize folders within a structured classification system, making it easier to manage documents and their associated metadata. Understanding the significance of the folder number is crucial because it serves as a unique identifier for each folder, thereby facilitating efficient retrieval and organization of documents. The use of a dedicated representation, such as FFFF, helps to distinguish folder numbers from other elements in the numbering format, such as account numbers, project numbers, or subcategory identifiers. The other options represent different levels of categorization that do not pertain to the folder number. Each of these levels has its own purpose within the numbering system, but FFFF is the specific format that corresponds to identifying folders in a structured data management environment.

## 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://relativityprocessing.examzify.com>**

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

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