

# Relativity Review Management Specialist Certification Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>16</b>

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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. Which feature is available to assist in finding similar documents within the viewer?**
  - A. Find Related Documents**
  - B. Similar Document Search**
  - C. Find Similar Documents**
  - D. Document Comparison Tool**
  
- 2. Which search method is used for proximity, stemming, and fuzzy searches?**
  - A. Keyword search**
  - B. List Filters**
  - C. Boolean search**
  - D. dtSearch**
  
- 3. What is the name of the view that shows documents with similar text patterns?**
  - A. Textual Group View**
  - B. Textual Near Duplicate View**
  - C. Similarity Pattern View**
  - D. Document Similarity View**
  
- 4. Which of the following is NOT a Filter type for searching?**
  - A. Boolean**
  - B. CustomOnly**
  - C. Category**
  - D. MultiList**
  
- 5. Is the Document Skip function controlled by a system administrator?**
  - A. Yes, it requires user permission**
  - B. No, all users can access it**
  - C. It's managed through document settings**
  - D. Only during the initial setup**

- 6. What is another term used for Analytics?**
- A. Textual Analytics**
  - B. Conceptual Analytics**
  - C. Digital Analytics**
  - D. Data Analytics**
- 7. When searching for credit card numbers in Auto Recognition, which term is used?**
- A. creditcard(1234)**
  - B. creditcard/"1234"**
  - C. card("1234")**
  - D. cc(1234)**
- 8. Which searches can utilize additional features such as fuzzy search and stemming?**
- A. Basic searches**
  - B. Keyword searches**
  - C. dtSearch**
  - D. Non-coding filters**
- 9. What does the Textbox filter treat each search term as?**
- A. A simple term**
  - B. A wildcard term**
  - C. A prefixed term**
  - D. A term preceded and followed by a wildcard**
- 10. True or False: Boolean filters can be applied to all field types.**
- A. True**
  - B. False**

## Answers

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

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## **Explanations**

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**1. Which feature is available to assist in finding similar documents within the viewer?**

**A. Find Related Documents**

**B. Similar Document Search**

**C. Find Similar Documents**

**D. Document Comparison Tool**

The feature "Find Similar Documents" is specifically designed to assist users in locating documents that contain similar content or context within the viewer. This tool is essential for users who are trying to analyze patterns, identify duplicates, or extract insights from a set of documents. The name of the feature clearly indicates its function, making it intuitive for users to understand its purpose. In comparison, terms like "Find Related Documents" or "Similar Document Search" may suggest a focus on broader context or metadata relationships rather than a direct comparison of content similarities. The "Document Comparison Tool," while useful for side-by-side comparisons of specific documents, does not focus on identifying a broader set of documents that share similarities based on content. The clarity and focus of the "Find Similar Documents" feature directly align with the task of discovering content that matches or closely resembles other documents.

**2. Which search method is used for proximity, stemming, and fuzzy searches?**

**A. Keyword search**

**B. List Filters**

**C. Boolean search**

**D. dtSearch**

The search method that encompasses proximity, stemming, and fuzzy searches is dtSearch. This powerful search tool is designed to provide flexible and advanced search options, allowing users to employ techniques that enhance their search results significantly. Proximity searching enables users to find terms that are located near each other within a certain distance, which is particularly useful in sifting through large volumes of data while capturing context and relevance. Stemming allows for the retrieval of different variations of a word, so that the search results include various forms of a term, such as singular and plural or different tenses. Fuzzy searching helps to find results that may include misspelled words or similar variations of a term, which is vital in recognizing potential errors or discrepancies in data. Using dtSearch allows users to combine these methodologies, making it a robust option for comprehensive search requirements and improving overall search accuracy and efficiency. Other options do not provide the same range of functionalities specifically focused on these advanced search techniques.

**3. What is the name of the view that shows documents with similar text patterns?**

- A. Textual Group View**
- B. Textual Near Duplicate View**
- C. Similarity Pattern View**
- D. Document Similarity View**

The name of the view that shows documents with similar text patterns is referred to as the Textual Near Duplicate View. This concept is essential in e-discovery and document review processes, as it helps reviewers efficiently identify and manage documents that may contain similar or identical content. This view is particularly valuable in legal contexts, where understanding the relationships between documents can have significant implications for case strategies. By presenting documents that exhibit near duplications, reviewers can focus their efforts on understanding variations and nuances within the similar text, potentially reducing the workload and improving accuracy in document handling and analysis. This functionality allows for a more streamlined review process, as it highlights patterns that may otherwise go unnoticed in a standard document listing. The approach enhances the ability to analyze and draw conclusions from large sets of data, making it an indispensable tool for professionals in this field.

**4. Which of the following is NOT a Filter type for searching?**

- A. Boolean**
- B. CustomOnly**
- C. Category**
- D. MultiList**

The correct choice signifies a fundamental aspect of search filters used in data management and retrieval systems. While Boolean, CustomOnly, and MultiList are recognized types of filters that help refine search results by applying specific criteria, Category is more of a classification system rather than a direct filtering mechanism. In detail, Boolean filters allow users to combine search terms using logical operators (AND, OR, NOT), enabling more complex and targeted searches. CustomOnly filters are often used to display only those results that have been specifically customized or tailored to user preferences. MultiList filters enable users to select from multiple predefined options, allowing for an organized approach to narrowing down results. The term "Category" typically refers to a broad classification rather than a filtering approach. While categories can help in organizing information, they do not function in the same way as the other filter types in directly limiting or shaping search queries. Thus, distinguishing between these definitions clarifies why Category is not classified as a filter type for searching.

**5. Is the Document Skip function controlled by a system administrator?**

- A. Yes, it requires user permission**
- B. No, all users can access it**
- C. It's managed through document settings**
- D. Only during the initial setup**

The Document Skip function is indeed controlled by a system administrator, which is why user permission is required to access this functionality. This design allows for greater oversight and management of document processes, ensuring that only authorized personnel can initiate actions that may have significant impacts on data and workflows. In a structured management system, having specific controls like this helps maintain data integrity and security. It allows administrators to tailor access according to the needs of different users or user groups, which is essential for maintaining organized and secure document handling practices. Other options do not accurately reflect the permissions structure associated with the Document Skip function. For instance, stating that all users can access it undermines the need for permission controls put in place by system administrators. Similarly, the notion that it is managed solely through document settings ignores the layer of administrative oversight critical for sensitive functions. Lastly, suggesting it is only managed during the initial setup misrepresents how ongoing permission management operates within a dynamic user environment.

**6. What is another term used for Analytics?**

- A. Textual Analytics**
- B. Conceptual Analytics**
- C. Digital Analytics**
- D. Data Analytics**

The term "Analytics" is often associated with the systematic computational analysis of data, which plays a crucial role in decision-making and strategy development across various fields. "Data Analytics" is a well-established term used to specifically refer to the techniques and processes employed in analyzing data sets to discover patterns, derive insights, and inform actions. Choosing "Data Analytics" reflects the direct relationship between the field of analytics and the structured analysis of data, which is central to its definition. This terminology is widely recognized and encompasses various methodologies, technologies, and practices that are employed to convert information into useful knowledge. While other terms may relate to specific aspects of analytics (like textual or digital), "Data Analytics" comprehensively covers the broader concept of analyzing data, making it the most accurate and applicable synonym for analytics.

**7. When searching for credit card numbers in Auto Recognition, which term is used?**

- A. creditcard(1234)**
- B. creditcard/"1234"**
- C. card("1234")**
- D. cc(1234)**

The correct choice uses the syntax "creditcard(1234)", which follows the conventions commonly seen in data recognition systems. In this context, the function typically requires a specific format to recognize credit card numbers effectively. Using "creditcard" indicates the specific type of data being searched, while the parentheses encapsulate the necessary parameters for recognition, such as a partial or complete number. In contrast, variations like "creditcard/"1234"" introduce unnecessary symbols that do not conform to standard search syntax in data retrieval systems. Similarly, options like "card("1234")" and "cc(1234)" deviate from the precise terminology used, which could lead to incorrect data interpretation. It is important in data systems to utilize the correct identifiers to ensure accurate results, thus reinforcing why "creditcard(1234)" is the correct method for searching credit card numbers in Auto Recognition.

**8. Which searches can utilize additional features such as fuzzy search and stemming?**

- A. Basic searches**
- B. Keyword searches**
- C. dtSearch**
- D. Non-coding filters**

The correct answer is that dtSearch can utilize additional features such as fuzzy search and stemming. dtSearch is a powerful search engine that is specifically designed for indexing and retrieving text from a wide variety of document types. One of its standout capabilities is the ability to perform fuzzy searches, which allows users to find results that are close to a given term, accommodating typographical errors or variations in spelling. Additionally, dtSearch supports stemming, which is the process of reducing words to their base or root form. This means that searches using dtSearch can return relevant results even when the queried term's grammatical variations, such as plurals or verb conjugations, are used. While basic searches and keyword searches have their own merits, they typically do not provide the advanced functionalities offered by dtSearch, such as fuzzy matching and stemming. Non-coding filters also do not inherently relate to these searching features, as they pertain more to data categorization rather than the searching of textual content. Therefore, dtSearch is the most comprehensive option for leveraging these advanced searching techniques.

**9. What does the Textbox filter treat each search term as?**

- A. A simple term
- B. A wildcard term
- C. A prefixed term
- D. A term preceded and followed by a wildcard**

The Textbox filter treats each search term as a term that is preceded and followed by a wildcard. This means that when a user enters a search term, the filter effectively searches for that term in a way that allows for any characters to appear before and after the term within the data being searched. This approach enables a broader search result, as it captures variations and different forms of the search term that might exist within the dataset. By treating search terms in this manner, users can find instances of the term regardless of its position within larger strings of text, which enhances the search's comprehensiveness. Other options do not capture this key functionality of the Textbox filter. For instance, considering a search term as just a simple term would limit the search results, while treating it as prefixed or as a wildcard on its own would not account for the context in which the term can appear.

**10. True or False: Boolean filters can be applied to all field types.**

- A. True
- B. False**

The statement is false because Boolean filters cannot be applied to all field types. Boolean filters are primarily designed for use with certain types of data, such as text or categorical fields, where values can either be included or excluded based on specific conditions (e.g., true/false criteria). However, other field types, particularly those that are numeric or date-based, may not support Boolean logic in the same way. For instance, applying Boolean filters to numeric fields may not yield meaningful results, as there are various numerical values rather than simply true or false outcomes. Additionally, certain field types may require different kinds of filtering methods, such as range filters for numbers or date filters for dates. Therefore, it is essential to recognize the limitations of Boolean filters in terms of field applicability within data management systems.

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

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

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