Relativity Processing Specialist Study Resources

RelativityOne 2025

Last modified: December 20, 2024

Relativity
PROCESSING SPECIALIST

Contents

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Exam Information

The Relativity Processing Specialist exam is designed for individuals who perform all Processing tasks during a Relativity project and can effectively manage and communicate that process with stakeholders. This individual is primarily responsible for identifying the requirements of a project and performing the required tasks, including setting up the Processing profile, creating and running processing sets, performing QC and resolving errors, and running basic and complex processing reports. This individual is highly technical, has creative problem-solving skills, and can articulate the cause and effect of using different Processing features.

Exam Structure

You will receive up to 80 items on the exam, which includes a number of unscored items. We do not disclose which items are scored and unscored. Unscored items are used to introduce new exam items and provide Relativity performance statistics on the new content, which influences the future content of the exam. Unscored items are not included in the topic breakdown report you receive after completing your exam and do not impact your overall score.

You will have 75 minutes to complete the exam.

Part 1

The first part of the exam consists of three scenarios, each with five questions. After you submit the scenario section, you will **not** be able to return to it and your answers are locked. The following scenarios are covered:

- Scenario 1 of 3: Using the Files tab
- Scenario 2 of 3: Set up or Configure the Processing Profile
- Scenario 3 of 3: Set up the Processing Deduplication workflow

Part 2

The second part of the exam consists of up to 65 questions. Question types include multiple choice, multiple response, and matching. Part 2 will consist of questions that test your ability to recall information as well as questions that require you to understand scenarios and apply your knowledge to determine the correct response.

Within Part 2, you will be able to revisit questions and change your response.

The following table outlines the objectives tested on the exam in Part 2, along with their importance. The level of importance impacts the number of questions presented on that objective.

- The High importance objectives make up 12 - 15% of Part 2
- The Medium importance objectives make up 8 - 10% of Part 2
- The Low importance objectives make up 4 - 7% of Part 2

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Objective	Importance
Prepare Workspace and Data for Processing	
Set up and Use Processing Profiles	High
Prepare for Processing	Medium
Configure the Password Bank	Low
Map Fields	Low
Run a Processing Job	
Create and Run Processing Sets	High
Discover Files	Medium
Publish Files	Medium
Processing Administration	
Troubleshoot and Manage Error Workflows	High
Manage the Processing Queue	Low
Run Reports	Low

Exam Updates

The Processing Specialist exam tests on RelativityOne and will remain up-to-date based on RelativityOne releases. Review the Exam Update Schedule for upcoming exam changes. Plan accordingly when studying for the exam.

To view changes made to the exam from one version to the next, review the Change Log.

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Study Plan

The purpose of this study plan is to provide guidance on how to most efficiently review all information covered on the Relativity Processing Specialist exam. Completing all recommendations is not indicative of your exam performance.

Instructions

- Follow the Relativity Processing Specialist Study Plan on Relativity Learning.
  - The plan is laid out by week and is intended to be completed within a three-month time period. However, it can be completed at your own pace based on your exam date and level of experience.
  - Each week is associated with an exam topic. You can view the topic importance and estimated time to complete in each week's description.
  - Each week has a course that lists all applicable documentation pages. If there is a bulleted list below a documentation page, you only need to study that section(s). If there is no bulleted list, study the documentation page in its entirety.
  - If there are self-paced learning courses that are applicable to an exam topic, you will see them in the associated week.

Before you begin your studies

- Attend Relativity Processing training.
  - This training is optional, and is recommended for individuals new to Relativity.
- Register for your exam on the Relativity Community site.
  - Learn more about exam registration, taking an exam online, the exam environment, and online exam system compatibility in the Certification FAQs.
- Understand topic importance. Topic importance indicates the required level of learning for the exam, and is listed with each table.
  - High: Requires in-depth knowledge and hands-on experience.
  - Medium: Requires general understanding and some hands-on experience.
  - Low: Requires general knowledge.
- Create a flashcard set.
  - While not required, we recommend you create a flashcard set to help test your knowledge of the exam topics. You can create your flashcard set virtually online, or with physical cards - whichever you prefer. Be sure to add additional terms and concepts to this set as you learn more each week.
  - Do not use any existing flashcard sets you may encounter online or obtain from team members. Create your own for best learning and memorization value and to ensure accuracy.

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Sample Questions

These sample questions are examples of exam questions you may see in high importance topics. Use these sample questions to familiarize yourself with the various question types. After reviewing each question, review the study source to further your knowledge on each topic. Check your answers using the Answer Key.

Questions below are not inclusive of exam content and are only a small sample. Please review all other study resources before sitting for the exam. Your performance on these questions is not indicative of your exam performance.

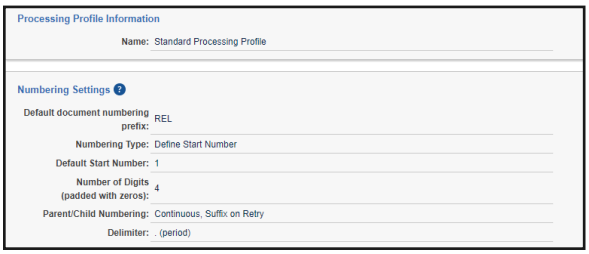
Processing Scenario

You inherit the new Initech matter. The case team requests that each phase of processing be optimized for speed. You are tasked with analyzing the following processing profile from another matter to recommend changes that meet the case team's specific requests. Using Relativity best practices, make decisions about what needs to change on the profile.

Numbering Settings

The first part of your analysis is to make sure that the Numbering Settings section of the profile is optimized for the matter.

- **The first delivery from the client will be approximately 100,000 documents.**
- **The case team wants to easily identify parents and children by looking at the Control Number.**



1. **What change should you make to the Number of Digits (padded with zeros) value to ensure that the zero-padding is correct for the life of the matter?**
   a. Decrease the value to at least 2.
   b. Increase the value to at least 5.
   c. Increase the value to at least 6.
   d. Leave the value unchanged.

Study Source

Processing Profiles

2. **What can you do on a processing profile to prioritize publishing speed? (Select all that apply.)**
   a. Change priority order for the job in the queue
   b. Set **Deduplication method** to **None**
   c. Set **Do you want to use source folder structure** to **No**
   d. Set the Time Zone to UTC

Study Source

Field Mapping

3. **Match the following profile settings to their definitions.**

Profile Setting	Definition
a. Deduplication	i. Determines how to handle items such as attachments, embedded objects, and embedded images during discovery.
b. DeNIST	ii. Determines the file format published to the workspace as MHT or MSG.
c. Email Output	iii. Checks electronic files against a standardized list of known system files to be removed from the total document set.
d. Extract children	iv. Compares electronic records based on their file properties and removes multiple copies of a document from a data set.

Study Source

Processing Sets, Custodians, and Data Sources

4. **From where can you create a new custodian? (Select all that apply.)**
   a. Processing profile
   b. Entities tab
   c. Users tab
   d. Processing Data Source layout

Study Source

Deduplication

5. **What deduplication setting removes documents that are duplicates of documents compared against all previously-published documents in the workspace?**
   a. Custodial
   b. Global
   c. Duplicate
   d. None

Study Source

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Troubleshooting and Error Workflow

6. **What is an error status that you could receive during processing? (Select all that apply.)**
   a. Ready to retry
   b. Unable to retry
   c. Retried
   d. Unresolvable

Study Source

7. **What action can you take in the Error Actions console that allows you to repair a single file?**
   a. Repair
   b. Download File
   c. Edit Notes
   d. Ignore

Study Source

Processing Administration

8. **From where in your Relativity environment can you view all active processing and imaging jobs?**
   a. Processing Set tab
   b. Processing History tab
   c. Matter Inspector window
   d. Processing and Imaging Queue tab

Study Source

Running Reports

9. **What processing report provides details on document-level errors encountered during discovery?**
   a. Data Migration
   b. Discovered Files by File Type
   c. Job Exception
   d. Document Exception

Study Source

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Answer Key

Processing Scenario

1. c

Processing Profiles

2. b, c

Field Mapping

3.
   a. iv
   b. iii
   c. ii
   d. i

Processing Sets, Custodians, and Data Sources

4. b, d

Deduplication

5. b

Troubleshooting and Error Workflow

6. a, c, d
7. b

Processing Administration

8. d

Running Reports

9. d

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Content Distribution Disclaimers

The Relativity Processing Training workbook can also be used as a study resource. This is only available to individuals who have attended the in-person training.

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Change Log

1. December 20, 2023 - Posted document. Updated to RelativityOne 2024 version. No major updates.
2. December 5, 2024 - Weekly study plan moved to Relativity Learning.
3. December 20, 2024 - Posted document. Updated exam version to RelativityOne 2025.

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