Relativity Certified User: Study Resources

Version 9.5 (9.5.41.87 - January 25, 2017 Release)

Last modified: July 5, 2017
Contents

Roadmap........................................................................................................... 3

Exam Structure .............................................................................................. 4

Reference Materials ......................................................................................... 5

Change Log ....................................................................................................... 6
Unsure where to start studying for the Relativity Certified User exam? Use this roadmap to guide you through all of the available resources.

**START**

- **Read the FAQ on the Certifications page of the Relativity website**
  - Consider recommended experience and study.

- **Register for an exam**
  - Remember: You can take the exam online. For more information, check out the Online Proctoring FAQ.

- **Ensure you have credentials to the Relativity Community site.**
  - Navigate to the Relativity Certified User tab.

- **Read the Relativity Certified User Exam Workbook**
  - Pay close attention to the Special Considerations and Knowledge Check questions.

- **Attend the Reviewer Training webinar**
  - Self-register on the Training Center page of the kCura website.

- **Complete the Relativity Certified User Practice Quiz**
  - Located on the Relativity Community site.

- **Review the details of your registration confirmation email**
  - Email certification@relativity.com if you cannot attend your exam. There is a 2-day cancellation policy.

- **Complete the Relativity Certified User Study Games**
  - Located on the Relativity Community site.

**TAKE THE EXAM**

- **Take a deep breath, and get some sleep!**

- **Begin reviewing recommended Relativity Documentation**

- **Start at the Relativity Review homepage**

- **Review relevant guides**
  - User Guide
  - Searching Guide
  - Quick Reference Guides

- **Navigate to the Relativity Certified User tab.**

- **Review the details of your registration confirmation email**

- **Revisit the Training Center**
  - Review the v9.5 End User tutorials.
The Relativity Certified User exam will measure your ability to successfully navigate a workspace, the core reviewer interface, and documents using the New UI framework, as well as your ability to use search techniques in Relativity, including Analytics features.

The exam will test on the January release of Relativity, version 9.5.41.87.

The following table outlines the various objectives or topics tested on the exam, along with their importance. To pass the exam, you must have a functional knowledge of the following topics:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Reviewer Interface</td>
<td>High</td>
</tr>
<tr>
<td>Coding, Layouts, Fields</td>
<td>High</td>
</tr>
<tr>
<td>Searching – General</td>
<td>High</td>
</tr>
<tr>
<td>Analytics:</td>
<td>High</td>
</tr>
<tr>
<td>- Concepts</td>
<td></td>
</tr>
<tr>
<td>- Keyword expansion</td>
<td></td>
</tr>
<tr>
<td>- Find similar documents</td>
<td></td>
</tr>
<tr>
<td>- Email thread visualization (ETV)</td>
<td></td>
</tr>
<tr>
<td>Pivot, Dashboards, Assigning batches</td>
<td>High</td>
</tr>
<tr>
<td>Redactions</td>
<td>Medium</td>
</tr>
<tr>
<td>Persistent highlighting</td>
<td>Medium</td>
</tr>
<tr>
<td>Workspace navigation</td>
<td>Medium</td>
</tr>
<tr>
<td>User Settings</td>
<td>Medium</td>
</tr>
<tr>
<td>Keyword search syntax</td>
<td>Low</td>
</tr>
<tr>
<td>dtSearch syntax</td>
<td>Low</td>
</tr>
<tr>
<td>Views</td>
<td>Low</td>
</tr>
</tbody>
</table>

Exam Format

The exam contains 100 questions, covering the topics listed above. Question types include multiple choice, multiple response, true/false, matching, and hot spot.
To pass the Relativity Certified User exam, you must be comfortable with document review in Relativity and be familiar with the software at an expert level. We do not provide a prep environment to prepare for the exam.

Below, you will find a list of all suggested resources. It is recommended that you navigate to all training content and documentation pages.

- **Training Center**
  - **Self-Paced**
    - Relativity Review Fundamentals
    - Searching in Relativity
    - What's New in Relativity
      - Version: 9.5
      - User Type: End User
  - **Live Webinars**
    - Relativity for Reviewers

- **Documentation**
  - Analytics
    - Concept searching
    - Keyword expansion
    - Similar document detection
  - Batching
  - Email threading
  - Layouts
  - Markups
  - Persistent highlight sets
  - Pivot
  - Tabs
  - Viewer
  - Workspace navigation

- **Relativity Community site**
  - Relativity Certified User Exam Workbook
  - Relativity Certified User Practice Quiz
  - Relativity Certified User Study Games

- **PDF Downloads**
  - User Guide
  - Searching Guide
  - Quick Reference Guides

**Exam Disclaimer**

Relativity is aware that a number of apps are available to the public which purport to be study guides for various Relativity exams. These apps are published by third parties that are not affiliated with Relativity, and Relativity does not monitor their content and cannot ensure its accuracy. As such, you should only use Relativity-approved study materials. Your use of any other third party study resources is at your own risk. For approved Relativity study resources please visit the Relativity Community or contact certification@relativity.com if you have any questions.
1. 4/14/2017 - Posted 9.5 document.
2. 6/9/2017 - Added clarity to included topics and importance under Exam Structure and added PDF reference materials