

Certification Exams

Overview and FAQs

Last modified: October 15, 2018

Contents

GENERAL INFORMATION.....	3
Payment and Scheduling.....	4
Certification Tracks.....	5
After the Exam.....	5
Certification Team Hours.....	6
RCA EXAM.....	7
Registration Details	8
Exam Details.....	8
Exam Preparation	8
RCSP EXAM.....	10
Registration Details	11
Exam Details.....	11
Exam Preparation	12
Exam Results	12
RELATIVITYONE CERTIFIED PRO	13
Registration Details	14
Exam Details.....	14
Exam Preparation	14
SPECIALIST EXAMS	15
Specialist Exam Details.....	16
Analytics Specialist.....	17
Assisted Review Specialist.....	18
Infrastructure Specialist.....	19
Processing Specialist	20
Project Management Specialist.....	21
Relativity Certified User	22



General Information



Registration & Exam Information

Payment and Scheduling

What are the costs and how do I pay?

The Relativity Certified Administrator (RCA) costs \$300; Analytics, Assisted Review, Infrastructure, Processing, and Project Management exams cost \$250 per person. The Relativity Certified User exam costs \$150 per person. The RelativityOne Certified Pro exams costs \$50 per person. The RCSP is provided to Relativity partners at no cost. Payment for the exam is required by credit card at the time of registration.

What if I am unable to attend?

Exam fees are non-refundable. If you are unable to attend an exam you have registered for, please contact certification@relativity.com at least two business days prior to the exam to reschedule. Your advance notice will help us better accommodate individuals on the waitlist.

If you are unable to reschedule at the time of cancellation, a credit is issued to your account to use for future exam registration. If the fee for the rescheduled exam is higher than the fee paid for the original exam, you will be charged for the difference between your credit and the new exam fee. If you cancel or reschedule within two business days of the exam, no refund or credit will be issued. If you reschedule an exam more than one time, your credit will be voided and a new fee will be required in order to reschedule again.

If you have existing credit, please email certification@relativity.com to register for an exam. Any credit applied to your account will expire twelve months after the date of original issue.

How can I register for an exam?

The Relativity Certified Administrator (RCA) exam is offered every month in Chicago and other locations. Please see the [Certifications page](#) of the Relativity website for exam locations and dates. Exams are posted approximately 3-6 months from their scheduled date. You can self-register by clicking on the exam link.

You can also take the RCA, all Relativity Specialist exams, and the RelativityOne Certified Pro exam online through our proctoring service, PSI. When taking an exam online, the proctor will monitor the entire session to maintain the security of the exam. Prior to scheduling your online session, ensure you have the following required items: computer, web cam, and a valid, government-issued photo ID.

All Relativity Specialist exams, and the RelativityOne Certified Pro exam, are also available at testing centers around the world. Please see the [Online Proctoring and Testing Centers FAQ](#) for more information about taking an exam online or at a testing center.

Can you administer the exam onsite at my office?

We can work with you to coordinate an onsite exam at your location if you have a minimum of five individuals interested in sitting the RCA exam. An additional fee is associated. For more information on this option, email certification@relativity.com.

Because the Relativity Specialist exams and RelativityOne Certified Pro exam are offered in testing centers, we do not administer these certifications during an onsite visit.

Can I attend training and then take the exam directly after?

No, we do not offer a training/exam package. The exams are challenging and should only be attempted by experienced users. We do not advise taking training and then taking the exam.

Why did I receive an error when registering for the exam?

No more than two attendees from the same company can be registered for each open exam hosted in or outside of Chicago. If you attempt to register for an exam and there are already two people from your company registered, you will receive an error message. If this occurs, we can add you to the exam waitlist. Email certification@relativity.com if you encounter any unexpected issues.

Can I be placed on a waitlist?

Registration is on a first-come first-served basis. You can be placed on a waitlist if an exam is full or if two people from your company are registered, as indicated above. Please note you can only be registered for one exam at a time. Email certification@relativity.com to be added to the waitlist.

What disability accommodations are available?

Accommodations, within reason, are possible with ample notice. If you would like to request disability accommodations for your exam, please email certification@relativity.com. We will require documentation once we receive your request. For more information on this process, refer to our [Relativity Examination Disability Policy](#) document.

When do you upgrade exams to the next version?

For the RCA and Specialist exams, we typically upgrade exams one or two times per year. The exam version will be on our website as well as in registration and reminder emails.

For the RelativityOne Certified Pro exam, we update the quiz monthly based on the monthly releases.

Certification Tracks

How can I become a Relativity Expert?

In order to become a Relativity Expert, you must be a current RCA and obtain two specialty certifications. You must keep all three certifications current in order to keep your Relativity Expert status. The RCSP and RelativityOne Certified Pro exams do not count towards Expert status.

How can I become a Relativity Master?

In order to become a Relativity Master, you must be a current RCA and obtain four specialty certifications. You must keep all five certifications current in order to keep your Relativity Master status. The RCSP and RelativityOne Certified Pro exams do not count towards Master status.

For more information on Relativity Expert and Master designations, please refer to the [Relativity Certifications Quick-Start Guide](#).

After the Exam

When will I receive my results?

The final results will be sent to you via email within seven business days of the time of your exam. If you take an exam on the weekend, you may not receive results until the next business day or later.

Will I receive a certificate of achievement if I pass?

Yes. You will receive an e-certificate, as well as print- and web-optimized badges and logos to add to your email signature and social media accounts. You will not receive a hard copy certificate.

What if I do not pass?

If you would like to retake the exam, you will need to complete the full exam again, and you must register for an exam at least one week after your most recent attempt. For each subsequent attempt, you must wait one month. A maximum of four attempts per year are allowed. If you do not pass, it is possible you will receive the same hands-on project again.

How do I challenge an exam item?

All Relativity exams are reviewed and approved by subject matter experts. We welcome your feedback on the exam and on your experience taking the exam. If you wish to contest your exam score or a specific exam item, you may do so by submitting a written notice to certification@relativity.com within three (3) business days of your exam. The notice must include (i) your name and employer, if applicable; (ii) the date and time of your exam; (iii) the specific exam item(s) you wish to contest; and (iv) the specific grounds of your objection. Exam questions are subject to change without notice and in Relativity's sole discretion.

You may send any comments to certification@relativity.com. We will review all exam feedback and will use it to improve the quality of the examination and certification process. We will reply to written feedback at its discretion and may not directly reply to you or specifically address your feedback.

How do I maintain my certification?

Your certification is valid for 12 months. In order to maintain your status, you can choose one of the following options:

- Retake the full exam.
- Obtain Relativity Continuing Education (RCE) credits within 12 months of your certification. Credits are offered for attending webinars, trainings, Relativity Fest, user groups, and other educational events. Refer to the documentation on [RCE Credit Opportunities for Relativity Certifications](#) for more information on how many credits you need to earn for your current certification(s).

How do I monitor my RCE credits?

You can and should monitor your certification status on the [Community site](#). The Community site provides a detailed record of your RCE credits achieved in your current certification year, as well as information on your expiration date, and opportunities to maintain your certification. If you have questions about your Community site account or need to reset your credentials, please contact support@relativity.com. To receive automated reminders about your certification, please ensure you provide your current contact information to certification@relativity.com should it change. Regardless, it is your responsibility to maintain your certification and know your expiration date. Should your certification expire, you will be required to take the full exam again.

Certification Team Hours

The Certification team provides assistance Monday through Friday, 8:30 AM - 5:30 PM (CST/CDT). For all exam-related questions, please email certification@relativity.com.

Study Materials

We are 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 we do 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.



RCA Exam



RCA Exam Details

The Relativity Certified Administrator (RCA) exam validates an administrator's understanding of Relativity's capabilities, allowing them to maximize the software's flexibility and provide an intuitive interface for end users.

Registration Details

Am I eligible to take the exam?

RCA exam eligibility is based on the following prerequisites:

- Attended training in Relativity (either from Relativity, your own company, or on-the-job)
 - If Relativity training, we recommend attending Relativity 101 and Relativity Admin Essentials I
- Minimum of three months intensively working with Relativity

What version of Relativity is the exam on?

The exam tests on Relativity v9.6 as of June 8, 2018. Please plan accordingly when attending trainings and studying for the exam.

Exam Details

What is the exam format?

All aspects of Relativity case administration are covered on the exam. Relativity Assisted Review and Legal Hold, are not on the exam.

The exam is delivered in two parts:

- Hands-on project, performed in Relativity (60% of total score)
 - 75 minutes allotted
- Online quiz, 150 questions (40% of total score)
 - 90 minutes allotted

The RCA exam runs for approximately 3.5 hours. During this time, study materials and documentation are not permitted. In order to pass the RCA exam, candidates must score a combined total of 80% or higher.

You will be required to accept a non-disclosure agreement at the beginning of both the quiz and hands-on portions. If you do not accept, your session will end, and you will forfeit the examination fee. You may access and review the non-disclosure agreement [here](#).

Exam Preparation

How can I prepare for the exam?

There are many ways to successfully prepare for the RCA exam. We recommend the following:

- **Read and perform the exercises in the RCA Exam Workbook with the associated sample data located on the [Relativity Community site](#).** We do not provide actual test data, so use the sample data available on the Community site. International sample data is also available.

- **Read the [Relativity documentation on case administration](#).** Our online documentation is a free and useful resource for the exam.
 - [Admin user documentation](#)
 - [Recipes](#)
 - [User quick reference guides](#)
 - [PDF downloads](#): Admin Guide, Creating Relativity Dynamic Objects, Desktop Client Guide, Searching Guide, User Guide
 - The [Relativity Platform documentation](#) is a great resource for better understanding applications.
- **Complete each hands-on project multiple times in a prep environment and time yourself.** In order to be successful on exam day, you must prepare for the hands-on projects. Aim to complete the projects in 60 minutes as you practice.
- **Take the practice quiz, but recognize this should not be your sole source of study.** A 25-question practice quiz is available on the Community site. Mastering the practice quiz will not make you successful on exam day as these are not exact test items.
- **Familiarize yourself with the on-demand and live training content.** We offer a variety of training resources to enhance your knowledge, which can be found on the following pages of our website:
 - [Training Center](#) (On-demand tutorials, pre-recorded webinars, educational videos, and live webinar registration)
 - [Certifications](#) (FAQs, exam dates/times)
 - [RCA Exam Q&A Webinar](#)

Is there a Relativity environment I can use to prepare for the hands-on cases?

Yes. Registered RCA attendees automatically receive access to a version-specific environment within two business days of your exam registration. In this environment, you can create your own workspace and practice tasks on the hands-on projects using the provided sample data. This environment is a shared space with other candidates. You should create your own work product and avoid any work product created by others.

Where can I find the hands-on projects?

You can find the hands-on projects on the Relativity Community site in the RCA Study Materials document. Navigate to the **Education Center | Certification Tracker**. A Relativity community account is required to take the exam and is auto-created for you upon registration if you do not have one. If you do not know your password, please reset your password using the [Forgot Your Password](#) link.

How many hours should I plan to study?

The number of study hours varies depending on how much experience you have with Relativity, as well as your job function. Upon surveying previous exam attendees, most people spend close to 80 hours studying for the RCA exam.

Is partial credit awarded on hands-on project tasks?

Yes. Partial credit is awarded on the hands-on project for completed tasks.



RCSP Exam



RCSP Exam Details

The Relativity Certified Sales Professional (RCSP) exam allows sales professionals to validate their understanding of Relativity and demonstrate their expertise in selling the product.

Registration Details

Am I eligible to take the exam?

To obtain RCSP certification, candidates must pass both the sales demo and written quiz portions. We highly recommend learning the sales demo and understanding Relativity's core features for the quiz before attempting the formal evaluation.

What is the cost of the exam?

There are no fees associated with the dry-run or the exam.

Exam Details

What version of Relativity does the demo run on?

You can perform the sales demo on Relativity version 9.5.133.118 or higher. The corresponding demo study materials are posted to the Community site.

What version of Relativity does the quiz test on?

The online quiz will test on core features available in all versions of Relativity.

How is the dry-run and exam administered?

The dry-run of the sales demo is conducted via a GoToMeeting set up by and with a member of the Relativity sales team. The candidate should prepare to present a minimum of 15 minutes of the full demo content. This may be amended at the discretion of the candidate and Relativity sales team member proctoring the dry-run.

For the certification exam, the demo is still conducted via a GoToMeeting and the quiz portion is administered in Articulate. The candidate will perform the demo in Relativity and share their screen with a member of the sales team. The quiz portion will be initiated following a successful deliverance of the demo.

What is the exam format?

The first portion of the RCSP exam consists of presenting a 25-30-minute sales demo to a member of the Relativity sales team.

You will be evaluated across 20 fields of criteria, including presentation, command, and questions. Each field is scored on a scale of one to five, with five being the highest score. **You may not score lower than a three for any individual field of criteria.** A total of 100 points are available for this section, and candidates must achieve a 60 percent or higher to pass.

You must pass the demo evaluation in order to advance to the RCSP quiz. After passing the demo, you may take a short break, and then you will move onto the quiz. This portion of the exam is administered online and contains 25 questions that focus on the core features and functions of Relativity. You will have 15 minutes to complete the online quiz and must receive a score of 80 percent or higher to pass.

Who should I contact about scheduling my dry-run or exam?

To schedule your dry-run, full exam, or to ask any questions about the RCSP exam, please contact sales@relativity.com.

Exam Preparation

How does the dry-run work?

Before the formal certification, candidates are required to perform a dry-run of the sales demo. You must deliver 10 to 15 minutes of the demonstration to a member of the sales team. This is an opportunity to collect feedback from the team and ask questions as you strive to perfect your demo. We recommend scheduling a dry-run one to two weeks before your evaluation.

Because we find that candidates are most successful conducting their formal demo after digesting the feedback from their dry-run, you cannot complete the dry-run and full certification in the same phone call. If a candidate excels during the dry-run, it is acceptable to schedule the formal evaluation at that time.

How can I prepare for the demo and quiz?

Passing the sales demo and quiz requires a good amount of studying. We advise candidates to spend approximately 40-50 hours preparing for the RCSP exam. The [Relativity Community site](#) holds a variety of resources to utilize as you are studying for both components of the certification exam. If you don't have a Relativity Community account, please sign up on the Community site.

On the Community site, we recommend working through the RCSP Exam Workbook, which serves as a reference tool and an outline for the RCSP exam. This guide is designed to provide you with the necessary materials to prepare for the demo and the quiz components of the exam. The Community site also houses audio and video recordings of the Relativity sales demo. We find that candidates who transcribe the audio and practice the demo's script and workflow have the most success with their evaluations.

Lastly, we suggest exploring our [Documentation site](#) and [Relativity Training Center](#) to learn more about the core functionality and features covered in the quiz.

Is there a prep environment available to practice my sales demonstration?

After licensing Relativity, clients can receive access to the Enron v United States workspace to prepare for the RCSP exam. All demonstrations should be performed in this workspace, using the Reviewer 1 and Reviewer 2 credentials. Please contact your system administrator to receive the login credentials for this environment.

If you need the Enron v United States workspace migrated into your Relativity environment, please email support@relativity.com.

Exam Results

What if I pass the demo, but fail the quiz?

If you pass the demo, but fail the quiz, you are able to retake the online exam within one week of passing the formal demo evaluation. If you do not pass the exam within a week's time, you will be required to restart the certification process. You cannot retake the quiz the same day once you have failed.

Is there a limit on the number of times I can retake the exam?

No, there is no limit.



RelativityOne Certified Pro



RelativityOne Certified Pro

The RelativityOne Certified Pro certification helps Relativity and RelativityOne users, and others who advocate for RelativityOne inside and outside their organization, verify their proficiency using the product and communicating its advantages.

Registration Details

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend attending the RelativityOne Training Overview virtual training class prior to taking the exam.

Exam Details

What version of RelativityOne is the exam on?

The RelativityOne exam remains up-to-date based on quarterly releases. You can find a schedule of the upcoming exam updates in the RelativityOne Study Guide on the [Community site](#). Please plan accordingly when studying for the exam.

What is the exam format?

The RelativityOne Certified Pro exam is 25 minutes and consists of a 25-question online quiz. Passing is a score of 80% or higher.

Exam Preparation

How can I prepare for the exam?

There are many ways to successfully prepare for the RelativityOne Certified Pro exam. We recommend the following:

- **Read and understand the RelativityOne Study Guide on the [Relativity Community site](#).** This guide is designed to provide you with the necessary materials to prepare for the exam, including topics, key points, resources, and exam items.
- **Review the RelativityOne [documentation](#).** Our online documentation is a free and useful resource for the exam.
- **Take the [RelativityOne Overview Training](#).** During this two-and-a-half online class, you'll learn how to use and administer features and workflows specific to the RelativityOne cloud solution.
- **Familiarize yourself with the on-demand and live training content.** We offer a variety of training resources to enhance your knowledge, which can be found on the [Training Center](#) (On-demand tutorials, pre-recorded webinars, educational videos, and live webinar registration).



Specialist Exams



Specialist Exam Details

Exam Details

What version of Relativity do the Relativity Specialist exams test on?

The exams test on Relativity v9.6 as of June 8, 2018. Please plan accordingly when attending trainings and studying for the exam.

What is the exam format?

Each exam consists of a 75-question quiz (with the exception of the Relativity Certified User exam, which has 100 questions) and the format can vary. You will have 60 minutes to complete each exam. Question types include: scenarios, multiple choice, multiple response, true/false, matching, and hot spot. Passing is a score of 80% or higher.

You will be required to accept a non-disclosure agreement at the beginning of the exam. If you do not accept, your session will end and you will forfeit the examination fee. You may access and review the non-disclosure agreement [here](#).

What can I bring with me into the exam?

Photo ID is required upon entering the exam room. Use of electronic devices and eating are not permitted while the session is in progress. For exams hosted outside of Relativity's Chicago office, you must bring a laptop with wireless access.



Analytics Specialist

Overview

The Relativity Analytics Specialist certification is available for Relativity users to validate his or her experience and expertise in Relativity's Analytics features.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to taking the exam:

- Six months of hands-on experience managing Analytics projects.
- Attended Relativity Analytics in-person training.

How can I prepare for the exam?

Please refer to the Analytics Specialist Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Analytics Specialist Study Resources 9.6](#)



Assisted Review Specialist

Overview

The Relativity Assisted Review Specialist certification is available for Relativity users to validate his or her experience and expertise in Relativity's Assisted Review features.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to taking the exam:

- Six months of hands-on experience running Relativity Assisted Review projects.
- Attended Relativity Assisted Review in-person training.

How can I prepare for the exam?

Please refer to the Assisted Review Specialist Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Assisted Review Specialist Study Resources 9.6](#)



Infrastructure Specialist

Overview

The Relativity Infrastructure specialist certification is available for Relativity users, who have extensive experience with all areas of data center management pertaining to the Relativity infrastructure, to validate their expertise. Senior system administrators who work within the infrastructure on a daily basis will be the most successful candidates for this certification.

The exam will measure your ability to successfully set up, run, and troubleshoot a Relativity environment and manage its infrastructure. You will be tested on your understanding of Relativity and Relativity best practices.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to the exam:

- At least one year of experience as an infrastructure specialist/manager.
- Attending Relativity Infrastructure in-person training.

How can I prepare for the exam?

Please refer to the Infrastructure Specialist Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Infrastructure Specialist Study Resources 9.6](#)



Processing Specialist

Overview

The Relativity Processing Specialist certification is available for Relativity users who have extensive experience processing data. Those who work with Relativity Processing on a daily basis are the best candidates for this certification.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to taking the exam:

- At least six months of hands-on experience processing data.
- Attend the Relativity Processing in-person training.
- Listen to the four Relativity Processing Console Walkthrough educational videos.

How can I prepare for the exam?

Please refer to the Processing Specialist Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Processing Specialist Study Resources 9.6](#)



Project Management Specialist

Overview

The Relativity Project Management Specialist certification is available for project managers who have extensive experience with Relativity products and features and understand how to effectively leverage them in a case workflow.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to taking the exam:

- At least six months of hands-on experience managing projects in Relativity.
- Prior exposure and understanding of these topics: Processing, Analytics, and Assisted Review training would be helpful.

How can I prepare for the exam?

Please refer to the Project Management Specialist Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Project Management Specialist Study Resources 9.6](#)



Relativity Certified User

Overview

The Relativity Certified User exam is available for Relativity users to validate and certify their knowledge of Relativity's core features. Contract attorneys, project managers, review team leads, paralegals, and law students are common candidates for this certification, as they could potentially be in roles that require knowledge of navigating the workspace and the core reviewer interface.

Am I eligible to take the exam?

There are no prerequisites for this certification; however, we recommend the following prior to taking the exam:

- Watch the [Relativity for Reviewers webinar](#).
- Attend the Relativity 101: Relativity for End Users in-person training.
- Complete the Relativity Certified User Exam Workbook.
- Have experience with document review in Relativity.

How can I prepare for the exam?

Please refer to the Relativity Certified User Study Resources document for more information on the topics covered on the exam, as well as available study materials.

- [Relativity Certified User Study Resources 9.6](#)