

Relativity Review Management Specialist Study Resources

RelativityOne 2025

Last modified: December 20, 2024



Contents

Exam Information 3

Study Plan 6

Sample Quiz Questions 7

Answer Key..... 9

Content Distribution Disclaimers 10

Change Log 11



Exam Structure

The Relativity Review Management Specialist exam tests on your ability to monitor review team efficiency and accuracy, streamline review processes, and report on the status of document reviews in Relativity. Individuals who have experience creating and administering a Relativity review process and consulting on the implementation of review workflows will be most successful on this exam.

You will receive up to 85 items on the test, 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 have 75 minutes to complete the exam.

The Review Management Specialist exam currently tests on RelativityOne.

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: Review workflow
- Scenario 2: Review Center
- Scenario 3: Project reporting

Part 2

The second part of the exam consists of up to 70 questions, including unscored items and covering all objectives listed in the following table. Question types include multiple choice, multiple response, matching, ordering, and hot spot. 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.

- **High importance objectives = 9-11% of the quiz**
- **Medium importance objectives = 6-8% of the quiz**
- **Low importance objectives = 4-5% of the quiz**

Objective	Importance
Review Set Up and Administration	
Configuring and managing document review workflows <ul style="list-style-type: none"> – Review interface – Layouts – Markup sets – Redact – Relativity Short Message Format (RSMF) and the Relativity Short Message Viewer 	High
Understanding permissions for review	Medium
Using views to drive review workflow	Medium
Creating and managing Review Center queues	Low
Search and Analytics	
Searching in Relativity <ul style="list-style-type: none"> – dtSearch syntax – Saved searches and search conditions 	High
Using Analytics for Review <ul style="list-style-type: none"> – Email threading and ETV – Textual near duplicate identification – Language identification – Name normalization – Communication analysis – Concept searching – Cluster visualization – Find similar documents 	High
Using search terms reports and persistent highlight sets	Medium
Interpreting Review Center results	Low
Review Statistics Reporting	
Analyzing and reporting on document sets <ul style="list-style-type: none"> – Dashboards and pivots – Mass operations – Sampling 	High
Using Case Metrics	Medium

Exam updates

The exam tests on RelativityOne and remains 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](#).



Study Plan

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

Instructions:

- Follow the [Relativity Review Management 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 [Review Foundations](#) and [Admin Foundations II: Review Optimization](#) instructor-led trainings.
 - These trainings are optional and are 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 FAQ](#).
- 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.



Sample Questions

These sample questions are examples of exam questions you may see in high importance topics. The exact questions will **not** appear on the exam. 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 only serve as a sample. Please review all other study resources before sitting for the exam. Your performance on these questions is not indicative of your exam performance.

Configuring and managing document review workflows

1. What is the fastest way to determine which reviewer drew a specific redaction, when they redacted, and in which Markup Set they saved that redaction?
 - a. Review the Markup Set Navigator in order to figure out who drew a specific redaction for a particular Markup Set.
 - b. Review the Document History to figure out who drew a specific redaction for a particular Markup Set.
 - c. Review the Production History to figure out who drew a specific redaction for a particular Markup Set.
 - d. Right-click the specific redaction to review the Markup Set History to figure out who drew a specific redaction for a particular Markup Set.
4. Several members of the Level 2 Review Group tell you that they **cannot** find a particular search they need to reference for their review in the Saved Searches Browser. You confirm the Level 2 Review Group has **all** appropriate workspace permissions, but they still **cannot** see the search. Why might this be?
 - a. The search is currently being edited and therefore cannot be viewed.
 - b. The search does **not** return any documents.
 - c. Some fields returned in the search are **not** editable by the Level 2 Review Group.
 - d. The search is saved as Personal.

[Study Source](#)

[Study Source](#)

2. What annotation is displayed for every type of document supported by Document Intelligence?
 - a. Tracked changes
 - b. Speaker notes
 - c. Formulas
 - d. Comments

[Study Source](#)

3. You are configuring a layout, and add a field named Issues with six choices. You'd like the choices in three columns, with two choices in each column. How can you configure this layout?
 - a. Create a new Category on the layout and put the field in that Category by itself.
 - b. Set the Repeat Columns setting on the layout to 3.
 - c. Set "Show field name" to "No" and set the "Rows" option to 3.
 - d. Use the Custom Label section and set it to 3.

[Study Source](#)

Analyzing and reporting on document sets

5. You are asked to provide a status report on the current coding decisions on the Responsive, Issues, and Privilege fields in your workspace. What is the most efficient way to accomplish this?
 - a. Build a dashboard with one widget per field.
 - b. Build a dashboard that combines **all** three fields in one widget.
 - c. Add the desired fields to the document list view, and export the view to Excel.
 - d. Add the desired fields to a saved search.

[Study Source](#)

6. What feature can you use to save custom Pivot settings?
 - a. Pivot set
 - b. Pivot report
 - c. Pivot profile
 - d. Dashboard

[Study Source](#)

7. You create a new dashboard for the Level 2 review team named Level 2 Dashboard. What is the most efficient way to ensure the Level 1 reviewers cannot access the dashboard?
 - a. Apply item-level security to each of the fields used on the Level 2 Dashboard.
 - b. Apply item-level security to the Level 2 Dashboard, and remove access from the Level 1 group.
 - c. Save the Level 2 Dashboard to a folder with item-level security applied.
 - d. Link the Level 2 Dashboard to a saved search with item-level security applied.

[Study Source](#)

8. When QCing document review for Responsive documents, you identify 10 particularly-important documents you want to save to share with the lead attorney. You know that your case admin is planning on loading additional documents into the workspace later today. How can you keep record of these 10 documents to reference later, making sure they are **not** combined with any newly-loaded documents?
 - a. Save as a new saved search.
 - b. Clear **all** filters.
 - c. Save as a new list.
 - d. Save as a favorite.

[Study Source](#)

Searching in Relativity

9. What date format is recognized by dtSearch? (Select all that apply.)
 - a. 4/23/09
 - b. 4.23.09
 - c. 23 Apr 09
 - d. 4-23-09

[Study Source](#)

10. What visual indicator do you see on the Search panel that indicates you are adding a logic group to your search conditions? (Select all that apply.)
 - a. A logic index appears as an option under Index Searches.
 - b. A green frame appears.
 - c. Auto-run search is enabled.
 - d. Parenthesis form around grouped conditions.

[Study Source](#)

11. During review, your project manager tells you that custodian Catherine Smart may have gone by a nickname, such as "Cathy" or "Catie." How do you identify occurrences of Catherine's potential nickname when searching the data set?
 - a. Run a fuzzy search using the Dictionary. Then use the Dictionary search results to build a dtSearch using the relevant nicknames.
 - b. Run a keyword search for "Cathy AND Catie".
 - c. Run a concept search on **all** documents for nicknames.
 - d. Run a dtSearch using wildcards.

[Study Source](#)

12. During a complex document review, you are tasked with finding and organizing existing work so it can be reviewed by contract attorneys later in the week. You notice multiple searches related to custodian Jason Wolfe, and want to organize them into a folder for easy reference.

Order the required steps to manage the searches related to Jason Wolfe from first to last.

- a. Select Move in the Mass Operations bar.
- b. Select the JWolfe Searches folder.
- c. Create a folder named JWolfe Searches.
- d. Select the checkboxes next to each search related to Jason Wolfe.

[Study Source](#)

Using Analytics for Review

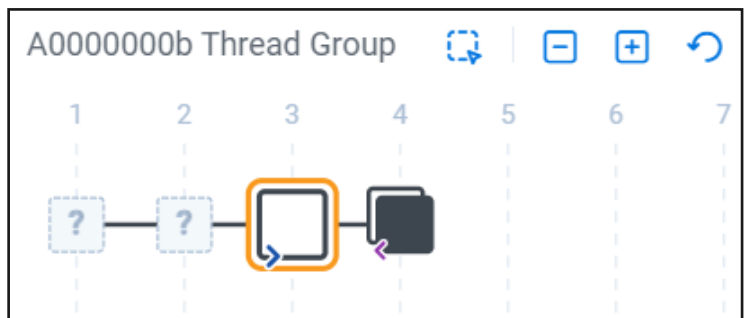
13. What is an example of an inclusive email? (Select all that apply.)
 - a. The last email in a thread.
 - b. Draft emails.
 - c. An email with content that is wholly contained in a later email.
 - d. A duplicate email with a blank attachment.

[Study Source](#)

14. What feature should you use to identify documents that are conceptually correlated to the current document, without regard to exact word count and order?
 - a. Textual near duplicates
 - b. Find similar documents
 - c. Keyword expansion
 - d. Relativity Compare

[Study Source](#)

15. Which document in the thread has at least one duplicate spare? (Click the location on the image.)



[Study Source](#)



Answer Key

Configuring and managing document review workflows

1. d
2. d
3. b
4. d

Analyzing and reporting on document sets

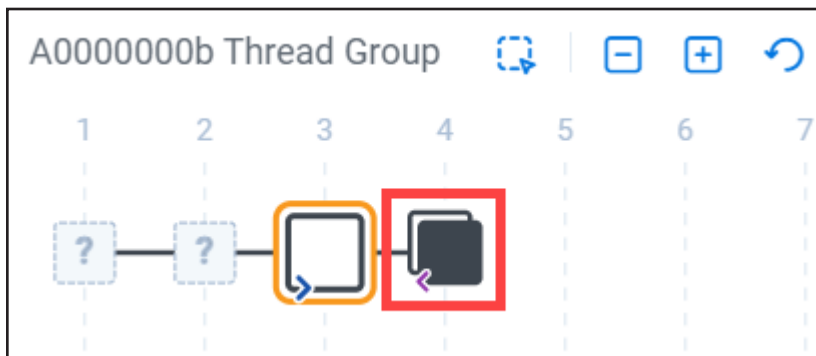
5. a
6. c
7. b
8. c

Searching in Relativity

9. a, c, d
10. b, d
11. a
12. c. Step 1
d. Step 2
a. Step 3
b. Step 4

Using Analytics for review

13. a, b, d
14. b
- 15.





Content Distribution Disclaimers

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.

Relativity may, in its sole discretion, provide certain materials, including but not limited to workbooks, presentations, outlines, webinars, practice examinations, on demand videos and tutorials, and study plans (collectively, the “Materials”), as part of its training, certification, and implementation services. The Materials are unique to each training session and may only be used by individuals who have attended the training session in which they were distributed (“Attendees”). Attendees may request access to Materials that were not distributed during a training session, and Relativity may grant such access in Relativity’s sole discretion. Attendees shall not redistribute any Materials to any third party or to any person who has not attended the training session in which the Materials were distributed without Relativity’s prior written authorization.



Change Log

1. December 20, 2023 - Posted document. Updated exam version to RelativityOne 2024.
2. November 4, 2024 - Updated exam version to RelativityOne 2024.4. Active Learning is no longer tested on the exam, and Review Center is now tested on. Weekly study plan moved to Relativity Learning.