



# ONE Review Certification Guide

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# One Review Practice Questions

## Format of the Exam

The ONE Review Certification Exam is a two hour exam comprised of fifty (50) questions, and an additional ten (10) un-scored questions for testing purposes. During the exam you will not know which questions on the exam are un-scored questions. Candidates will have approximately two minutes to answer each question.

The entire exam format consists of scenario based questions and multiple choice answers, with the option to choose from four possible answers (A, B, C or D). There are no basic recall questions on this exam. Significant studies have shown that scenario based questions are proven to be the best indicator of a candidate's skill.

During the exam you will be given one question at a time, however you can move forward and backward in the exam at will, and can mark questions for review. At the end of the exam you will be given the option to review your answers, and ones marked for review will have an asterisk by them

All questions will be given in random order so there will be no way to compare question numbers between test takers after the exam. In addition, all answers will be given in random order so no two test takers will see the same exam, although it will cover all the same material.

## Exam Development

Driven developed its ONE Review Certification Exam based on well-established psychometric principles for accurately testing the skill level of candidates.

The development process consisted of many steps including a Job Task Analysis (JTA) to determine which job tasks are considered core to this skill set and what we consider critical for candidates to be proficient in in order to be certified. The JTA included several experts on the ONE platform who identified twenty-one job tasks in four categories that needed to be tested on the exam. The JTA was a full day affair and resulted in the exam topics report.

The JTA was followed with a field survey to determine the importance and frequency of the tasks. Over one hundred respondents were polled on the exam

topics report, ranking the twenty-one job tasks by Importance, Frequency, and Relevance. These rankings allowed us to determine the weighting of each job task on the exam. This resulted in the exam blueprint.

Once the exam blueprint was created, we assembled a team of experts to write items (questions) for the exam. Experts were given ownership of specific job tasks to write questions in order to ensure consistency within a job task. The team of experts wrote over 100 questions for the exam. These were all separately analyzed and reviewed by other experts on more than twenty item review calls, where each item was reviewed for relevance, accuracy, and skill level, and many were rejected or modified.

The process culminated with the development of the beta exam, with seventy extensively reviewed questions. The next step will be to analyze the results from the beta to select the best performing questions on the beta exam for the final exam.

## Exam Registration

For all Driven certification exams we use a testing partner called Kryterion. You will be required to take a proctored exam at a designated Kryterion testing center located in your area. Currently there are nearly 700 testing centers available; so there should be one close to you.

Once you sign up for the certification exam, an account for you will be set up on Kryterion's system. You will receive an email within a week of signing up with your login details, and link to their scheduling site. From their website you can choose the testing center you prefer and a test start time that is convenient.

## Topics Covered

The ONE Review Certification Exam is broken down into several 'Job Tasks.' These are the job tasks you are expected to be proficient in to be certified in the ONE Review Platform. Each job task will have two to five questions, but we do not share the exact weighting. The job tasks all fall under certain macro job functions called 'Job Task Categories.'

At the completion of your exam, your results will indicate your performance in each job task category. In the unlikely event you do not pass, you will know where to focus your studying efforts in preparation for retaking the exam.

Please consider every job task of equal importance when preparing for the exam. Each job task will have at least two questions. See below for an outline of the different ONE job tasks that you will be required to thoroughly understand:

### Logging In

01 Logging In

### Configuration

02 Layout and customization

03 Panel Manipulation

04 Preferences

05 Document Organizer

### Reviewer Workflow

06 Viewing Metadata

07 Grid View, Form View, and Tabs

08 Viewers And Renditions

09 Available renditions on bottom right of GUI

10 Persistent highlighting in Text and Native Viewers

11 Batch Management

12 Work Product

13 Document Navigation

### Tools

14 Simple

15 Advanced

16 Production Search

17 Other Search Types

18 Sharing Information

19 Applying and Removing Redactions

20 Macro Redactions

21 Collaboration Tools

## Feedback

Feedback is an important component of the exam and we greatly value your input on each and every question on the exam, as well as your impression of the certification exam overall.

During the exam you will be allowed to comment on the question you are currently answering. It is important to remember when giving feedback on a specific question to not reference specific answers by the letter (A, B, C, or D). Remember answers are given in random order and we will not know which order you received them in. Please make it clear which answer choice you are talking about if you need to discuss one of the answer options.

Once the exam is complete, you will then be allowed to submit your comments on the exam in general. This is optional, but as we said, your feedback is important to us. It should not take more than a few minutes. Once again, questions and answers are administered in random order, so we will not know the order of the questions and answers of your individual exam, so specific question feedback should be done within the questions.

You can also submit any feedback after the exam by email to: [certification@driven-inc.com](mailto:certification@driven-inc.com)

## Preparation

Much of the preparation for this exam can be done through the User Manual and the Administrator's Guide. Granted, the Administrator's Guide is lengthy, but you will not be responsible for the entire breadth of this document; each exam only covers tasks that pertain to that particular certification. When studying for the exam you should focus on the job tasks listed in the Topics Covered section of the certification, and the respective sections covering these tasks in the User Manual and Administrator Guide.

In addition, when you register you will be provided access to a two hour training webinar available on demand. This training session is also offered live once per quarter. You will be notified of upcoming training sessions after you register.

You will also be provided with an additional ten practice questions. These questions are indicative of

the types of questions you will see on the live exam. These are meant only for you to become familiar with the format of the questions. Doing well on the practice questions is no guarantee you will do well on the exam. None of those questions are actually on the exam.

There are also numerous short courses offered in Driven University, our learning center.

## Accommodating disabilities

In accordance with the Americans with Disabilities Act (ADA), Driven makes every attempt to accommodate individuals with disabilities. Special testing arrangements may be approved if an appropriate request for accommodation is submitted. A request form can be requested from [certification@driven-inc.com](mailto:certification@driven-inc.com).

## The Day of the Exam

Please arrive a half hour before your scheduled exam time to allow time to check in. Exams are offered on a very tight schedule at most testing centers, and tardiness may preclude your admission to the exam.

You will be required to show a current, authentic government-issued identification with photograph and signature. The name on the identification must match the name on the examination registration. Appropriate identification documents include driver's license, passport, military identification, and identification cards issued by federal, state or local government.

During the exam, many items are not allowed in the testing center and can be secured by the proctor of the exam if you like. Items that are prohibited are cell phones of all types, digital watches, PDAs, calculators, and purses, bags and coats. Lockers are also provided to secure purses, coats and other personal belongings, however, you may want to leave these items secured in your car.

You will be provided with a pencil and paper to use during the exam. You will be required to return these items at the end of the exam. You are not allowed to take any written material from the testing center at the conclusion of the exam.

An exam proctor will monitor the entire exam process. The proctor has the right to dismiss a candidate from examination if the candidate is:

- Is disturbing others, is abusive, or uncooperative
- Gives or receives help on the examination, or is suspected of doing so
- Attempts to remove examination materials or notes from the examination room
- Is found in possession of a communication or recording device

At the conclusion of the exam, results are offered immediately, including a breakdown of correct versus incorrect answers by Job Task Category.

### **Cancelling or Rescheduling Your Exam**

Refunds are offered to people who request to withdraw from an examination within 30 days after they have registered for it. After that time no refunds are offered.

Persons who wish to change their examination date or time or cancel or postpone their scheduled exam must do so no less than 72 hours before the scheduled examination date. If you cancel or reschedule less than 72 hours before the examination there is an administration fee \$100. This is a fee charged by the testing center that we must pass on. A reminder is sent out four days prior to your scheduled exam date so you are aware of the deadline in a timely manner

### **Retaking the exam**

If a candidate fails to achieve a passing grade on the examination she or he may retake the examination, but must wait at least one month before the retake. To schedule a retake of the examination, you must email [certification@Driven-inc.com](mailto:certification@Driven-inc.com). There is a retake fee of \$100. People who apply to retake an examination after one year of failing must resubmit a full application, and the examination fee. A candidate may take the examination as often as he or she may wish.

## Sample Questions

In an effort to help you prepare for the exam we have prepared a few sample questions. There will be more sample test questions provided in the final prep materials, but we currently only have four available now. These questions were reviewed by the team that wrote the questions for the exam, but these questions were not included in the live exam. However, they should give you a very good idea on the length and difficulty of the questions you will encounter on the final exam.

There is an answer key for the four sample questions at the end of this document.

### Question 1:

Mary is the Administrator for a large MBS matter with 50 active reviewers who have just begun the first level review. She has quickly determined that Batch0020 contains the smoking gun document her client is looking for, and she would like to know which reviewer checked out this batch.

Which of the following choices is the most effective way for Mary to see who checked out Batch0020?

- A. Right-click on Batch0020 and select: Review Status>Get Review Status.
- B. Expand all the Reviewer Folders to see which reviewer has the batch checked out.
- C. Right-click on Batch0020 and select: Review Status>Folder Review Status Report.
- D. Expand the Review Pool and hover over Batch0020 to see who checked out the batch.

### Question 2:

Miguel is working in a Dynamic Folder to isolate his team's next potential production set. Miguel wants to know how many documents contained in that Dynamic Folder have been previously produced so that he can be sure to exclude those documents from his potential production set.

Using the Advanced Search feature, what would be the most reliable way to identify previously produced documents within his Dynamic Folder?

- A. Run an Advanced Search for any documents contained in any existing Production Folders or subfolders.
- B. Run an Advanced Search for any documents that were tagged Responsive AND Not Privileged, filtering for anything tagged prior to the date of the last production.
- C. Run an Advanced Search under «Other Fields» for any documents that currently have an image rendition, as all produced documents are TIFF'ed for production.
- D. Run an Advanced Search for documents where any available PRODBEG metadata fields are populated.

### Question 3:

George is performing a review using the Dynamic Folders and needs to sort the folders by the document count in the folders in descending order. He only wants this sort order to apply to his session and does not want this sort order to apply to all users in the database.

What is the best way for George to set this sort order in the database?

- A. Ask an Administrator to set the Dynamic Folder sort order in the database.
- B. Select Tools>Preferences and set the Dynamic Folder sort order.
- C. Right-click over the Dynamic Folder and set the sort order.
- D. When creating the Dynamic Folders set the sort order accordingly.

### Question 4:

Matt received an email from a fellow reviewer asking for his opinion on a specific document. His colleague provided him with the ONE ID of the record. Matt is logging into the database to take a look. What is the quickest way for him to navigate to the document?

- A. Use the Advanced Search feature.
- B. Use the keyboard shortcut Ctrl + F.
- C. Use keyboard shortcut Ctrl + G.
- D. Use the Simple Keyword Search feature.

**Answer Key:**

1.D

2.D

3.B

4.C