CONSTRUCTION MANAGEMENT & DOCUMENTATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. As-built drawings are commonly referred to as red line drawings due to the common method used to indicate the changes made to the initial design.

A. True

B. False

C. Sometimes

D. Red line drawings

2. Which of the following is an example of an additional drawing type often added to construction drawings?

A. Floor Plans

B. Isometric Drawings

C. Building Codes

D. Site Plans

3. Hard copy drawings are primarily used for which purpose?

A. Field use where digital devices are impractical

B. Solely for archival storage

C. They cannot be updated

D. They are the only legally binding drawings

4. What is the purpose of a Construction Schedule Narrative?

A. The narrative provides context for the CPM schedule, highlighting constraints, risks, milestones, and mitigation approaches to stakeholders.

B. It describes the project site layout.

C. It is a detailed cost estimate.

D. It documents procurement lead times.

5. In earned value management, what does EAC stand for?

A. Estimated Actual Cost

B. Ended At Completion

C. Earned Actual Cost

D. Estimate at Completion

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6. Which phase is explicitly identified as the starting point of the O&M process?

A. Post-occupancy evaluation

B. Construction and commissioning

C. Operations and maintenance

D. Design and pre-construction

7. Which safety activity is typically included in daily field operations?

A. Toolbox talks and accident investigations

B. Filing annual tax returns

C. Marketing outreach

D. Performing solar panel installations

8. What elements should a QA/QC plan include?

A. Quality objectives and a basic inspection schedule

B. Project budget, schedule, and risk assessment

C. NCR processes and documentation controls only

D. Quality objectives; inspection procedures; acceptance criteria; NCR processes; and documentation controls

9. What is the primary role of a field logbook?

A. Used to record daily activities

B. Used to negotiate salaries

C. Progress tracking and claims accumulation

D. Used to select supplier

10. When making stub-outs on the construction site, the following action is essential for accuracy?

A. Mark each component

B. Measure each component

C. Work amid other elements

D. Verify with the drawings

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Answers

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1. D
2. B
3. A
4. A
5. D
6. D
7. A
8. D
9. C
10. B

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Explanations

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1. As-built drawings are commonly referred to as red line drawings due to the common method used to indicate the changes made to the initial design.

A. True

B. False

C. Sometimes

D. Red line drawings

As-built drawings show what actually exists after construction, including any deviations from the original design. The common practice is to mark those changes in red ink on the drawings, which is why these drawings are called red line drawings. That red marking makes it easy to distinguish the built condition and modifications from the original plans, which is why naming them after the red lines is standard. So the best answer is the term that directly reflects this familiar naming convention.

2. Which of the following is an example of an additional drawing type often added to construction drawings?

A. Floor Plans

B. Isometric Drawings

C. Building Codes

D. Site Plans

In construction drawings, teams often add a 3D-type view to help people understand how parts fit together. Isometric drawings provide a three-dimensional representation where length, width, and height are shown in a way that reads clearly, making it easier to see how components like piping, ductwork, or structural connections actually come together. This extra view complements the standard 2D drawings (like floor plans and elevations) by clarifying spatial relationships and assembly details that can be hard to interpret from flat plans. Floor plans and site plans are common 2D views, and building codes are regulations rather than drawings, so the isometric view is the classic example of an additional drawing type added to aid interpretation and fabrication.

3. Hard copy drawings are primarily used for which purpose?

A. Field use where digital devices are impractical

B. Solely for archival storage

C. They cannot be updated

D. They are the only legally binding drawings

Hard copy drawings are used on the job site when digital devices are impractical, making them a reliable, portable reference in the field. They don't rely on power, software, or wireless access, so crews can view, mark up, and share them in environments where tablets or laptops may be hard to use—such as bright sunlight, rain, or remote locations. The tangible nature of prints also makes quick, pencil annotations and handoffs straightforward, which is why they remain a practical field tool even as digital formats are common. Archival storage is a valued use, but it's not why they're primarily used on site. They can be updated by producing revised prints, so saying they cannot be updated isn't accurate. And legal binding drawings aren't determined by the format alone—both hard copies and digital files can be binding, depending on validity and stamp requirements.

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4. What is the purpose of a Construction Schedule Narrative?

A. The narrative provides context for the CPM schedule, highlighting constraints, risks, milestones, and mitigation approaches to stakeholders.

B. It describes the project site layout.

C. It is a detailed cost estimate.

D. It documents procurement lead times.

The main idea tested is how the Construction Schedule Narrative communicates the reasoning, constraints, and plan behind the CPM schedule to stakeholders. It provides context for the schedule by detailing constraints (permits, site access, weather), risks, key milestones, and the mitigation approaches the team will use to keep the project on track. It also explains the assumptions and sequencing decisions, so stakeholders understand why activities occur in a certain order and how delays would be addressed. This focus on the schedule's context and management approach makes it the best fit, since the narrative isn't just a list of dates but a story about how the schedule was developed and how it will be guided through changes. The other options describe items that belong in different documents or plans—site layout is covered by drawings, a detailed cost estimate by cost documents, and procurement lead times by procurement planning—so they aren't the purpose of the schedule narrative.

5. In earned value management, what does EAC stand for?

A. Estimated Actual Cost

B. Ended At Completion

C. Earned Actual Cost

D. Estimate at Completion

EAC stands for Estimate at Completion. In earned value management, this is the forecast of the total cost of the project when it finishes, based on current cost performance and the remaining work. It tells you where the project is likely headed in terms of spending, combining what's already been spent with an expectation for future costs. That's why this term is the standard one used. Other phrases like "Estimated Actual Cost," "Ended At Completion," or "Earned Actual Cost" aren't the established terminology in EVM and don't represent the forecast of total final cost. For context, if the budget at completion is known and the cost performance indicates how efficiently money is being spent, the EAC helps you project the final total by applying those performance trends (for example, using BAC divided by CPI when performance is expected to continue).

6. Which phase is explicitly identified as the starting point of the O&M process?

A. Post-occupancy evaluation

B. Construction and commissioning

C. Operations and maintenance

D. Design and pre-construction

O&M planning should begin in design and pre-construction. This early focus is essential because decisions about building systems, equipment specifications, ease of maintenance, data and documentation needs, and commissioning requirements are set during planning, not after the building is already constructed or in use. By shaping maintainability, access for servicing, spare parts strategies, and the structure of operation manuals and training during design, the project creates a foundation for efficient, effective operations from day one. If you wait until construction or commissioning, you miss opportunities to design for maintainability; post-occupancy results come after the building is in use, so they inform performance assessment rather than establishing how operations will be run. The actual operations and maintenance activities occur once the building is in use, but the starting point for planning them is design and pre-construction.

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7. Which safety activity is typically included in daily field operations?

A. Toolbox talks and accident investigations

B. Filing annual tax returns

C. Marketing outreach

D. Performing solar panel installations

In daily field operations, safety relies on ongoing communication and learning opportunities that happen on the job site each day. Toolbox talks are short, focused safety discussions held at the start of each shift to review the day's tasks, identify hazards, confirm control measures, and remind workers about personal protective equipment and safe procedures. These briefings keep safety front and center and adapt to the specific conditions of that workday. Accident investigations are a built-in part of a strong safety program. When incidents occur, they're analyzed to uncover root causes and to implement corrective actions that prevent recurrence. While not something that happens every minute of every day, investigations are continuously integrated into daily operations to drive improvement and protect workers over time. Other options aren't daily safety activities: filing annual tax returns is a financial administrative task, marketing outreach focuses on business development, and performing solar panel installations is a technical work activity rather than a safety practice.

8. What elements should a QA/QC plan include?

A. Quality objectives and a basic inspection schedule

B. Project budget, schedule, and risk assessment

C. NCR processes and documentation controls only

D. Quality objectives; inspection procedures; acceptance criteria; NCR processes; and documentation controls

A QA/QC plan must define how quality will be achieved and demonstrated on the project, covering what quality means (quality objectives), how you verify it (inspection procedures and tests), how you decide what's acceptable (acceptance criteria), how you address problems when they occur (NCR processes), and how you manage the records that prove quality has been met (documentation controls). Quality objectives set the standard you're aiming for, so everyone knows the target. Inspection procedures lay out who checks what, when, and how, ensuring inspections and tests are performed consistently. Acceptance criteria translate those inspections and tests into yes/no decisions on whether work meets requirements. NCR processes provide a formal method to document, investigate, and resolve nonconformances, helping prevent recurrence. Documentation controls ensure that all records—plans, test results, approvals, and NCRs—are properly created, reviewed, stored, and retrievable, supporting traceability and accountability. If any of these pieces are missing, the plan lacks clear targets, verification methods, decision rules, handling of defects, or record-keeping, which undermines quality management. Other options miss essential parts or mix in unrelated project-management elements like budget or schedule, which do not define how quality will be assured and controlled.

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9. What is the primary role of a field logbook?

A. Used to record daily activities

B. Used to negotiate salaries

C. Progress tracking and claims accumulation

D. Used to select supplier

A field logbook is a living, on-site record of what happens every day on a project. Its main purpose is to document progress and collect the information needed to support claims—capturing what work was done, by whom, when, and in what quantity, along with notes on delays, weather, deliveries, inspections, and any changes. This contemporaneous record lets the project team track schedule performance, verify work completed for payments, and provide evidence if change orders or disputes arise. It isn't used for negotiating salaries or selecting suppliers, which rely on other processes and documents. For example, if a claim for extra time is later made, the logbook entries about weather and site activities on those days provide the basis to evaluate the claim.

10. When making stub-outs on the construction site, the following action is essential for accuracy?

A. Mark each component

B. Measure each component

C. Work amid other elements

D. Verify with the drawings

When aiming for accuracy in stub-outs, the essential step is measuring each component on site. Stub-outs must fit precisely with fixtures, clearances, and surrounding elements, so knowing the exact length, angle, and location for every piece is critical. Taking careful measurements accounts for on-site conditions like wall thickness, offsets, and potential obstructions, and this information directly informs the cut list and how the piece will align with other systems. Without accurate measurement, you can't be confident in the fit, which leads to rework, misalignment, and potential leaks or faults. Marking the components is important for communicating the measurements, but it relies on having accurate measurements to begin with. Verifying those measurements against drawings is a crucial validation step, yet it's a follow-up to ensure the field results match the design intent. Working amid other elements can obscure true dimensions and undermine accuracy, so the primary action that ensures the stub-out is correct is measuring each component precisely.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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