CONTINUITY OF OPERATIONS 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. Essential Supporting Activities (ESAs) are defined as which of the following?

A. Critical functions that must continue during a continuity activation, but do not meet the threshold for MEFs or PMEFs.

B. Primary mission essential functions.

C. Activities limited to IT maintenance.

D. Emergency communications only.

2. What is a succession plan in COOP?

A. A predefined sequence of officials to assume authority and responsibilities if leaders are incapacitated.

B. A plan to distribute tasks randomly.

C. A plan to avoid leadership changes.

D. A plan to replace all durable assets.

3. Which document ensures an organization can continue its essential functions during events that disrupt normal operations?

A. Continuity Plan

B. Cold Site

C. Continuity Capability

D. Devolution

4. Which term describes staff assigned to continue performance of essential functions at an alternate location in the event their primary operating facility is impacted?

A. DERG

B. PMEFs

C. ERG

D. NEFs

5. What is the role of documentation and records management in COOP?

A. Establishes MEFs and critical dependencies to guide recovery.

B. Sets overall strategic objectives for the organization during disruption.

C. Maintains procedures, activation logs, meeting records, and audit-ready documentation for accountability and improvement.

D. Determines staffing levels required for operations during disruption.

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6. Warm site is best described as?

A. A site with no infrastructure ready, requiring setup from scratch.

B. A site with full live IT capability and immediately operational.

C. Locations that have a minimum acceptable level of infrastructure in-place, and can become operational as soon as possible but no later than 12 hours after continuity activation.

D. A site that is only used for backups of paper records.

7. What term defines systems and assets, whether physical or virtual, so vital to the United States that their incapacitation would have a debilitating impact on national economic security, public health and safety, or a combination thereof?

A. Continuity Plan

B. Critical Infrastructure

C. DERG

D. Cold Site

8. Succession is defined as?

A. A formal, sequential assumption of a position's authorities and responsibilities, to the extent not otherwise limited by law, by the holder of another specified position as identified in statute, executive order, or other presidential directive, or by relevant D/A policy, order, or regulation if there is no applicable executive order, other presidential directive, or statute in the event of a vacancy in office or a position holder dies, resigns, or is otherwise unable to perform the functions and duties of that pertinent position.

B. A plan to relocate personnel during a disaster.

C. A temporary delegation of tasks to non-leadership staff.

D. A post-incident review process.

9. Which term describes the operations that must be maintained during a disruption?

A. Mission-Essential Functions (MEFs)

B. Mainline Operations

C. Support Services

D. Backup Processes

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10. How should COOP handle data backups and restoration during a disruption?

A. By ensuring offsite backups, secure storage, and tested restoration procedures to quickly recover data.

B. By relying on on-site backups only without testing.

C. By backing up data but not testing restoration.

D. By avoiding backups to reduce costs.

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Answers

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

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Explanations

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1. Essential Supporting Activities (ESAs) are defined as which of the following?

A. Critical functions that must continue during a continuity activation, but do not meet the threshold for MEFs or PMEFs.

B. Primary mission essential functions.

C. Activities limited to IT maintenance.

D. Emergency communications only.

Essential Supporting Activities are the functions that must keep operating to support the mission during a continuity activation, but they themselves do not meet the threshold for being mission essential functions or primary mission essential functions. They provide the critical backing—such as facilities, IT services, administration, finance, human resources, logistics, and communications—that enables MEFs/PMEFs to continue. Therefore, the best description is that ESAs are essential supporting activities that must continue during an activation to sustain MEFs/PMEFs, without themselves being MEFs or PMEFs. The other options mischaracterize ESAs: PMEFs are the highest-priority mission-essential tasks, not ESAs; IT maintenance is only one aspect of ESAs but not the whole scope; and emergency communications is only a narrow subset of ESAs.

2. What is a succession plan in COOP?

A. A predefined sequence of officials to assume authority and responsibilities if leaders are incapacitated.

B. A plan to distribute tasks randomly.

C. A plan to avoid leadership changes.

D. A plan to replace all durable assets.

A succession plan in COOP is a predefined sequence of officials who will assume authority and responsibilities if leaders are incapacitated. This arrangement ensures continuity of governance and decision-making during a disruption, so essential functions can keep operating even when key leaders can't perform their duties. By clearly identifying who steps in, when they step in, and what authorities transfer, it reduces confusion and speeds up the process of maintaining control and accountability. The other ideas—distributing tasks randomly, avoiding leadership changes, or replacing durable assets—don't provide the clear, orderly line of authority needed to sustain operations under stress.

3. Which document ensures an organization can continue its essential functions during events that disrupt normal operations?

A. Continuity Plan

B. Cold Site

C. Continuity Capability

D. Devolution

A Continuity Plan is the formal, written guide that ensures essential functions can continue during disruptions. It lays out what needs to be protected, who has authority to activate the plan, what resources are required, and the step-by-step actions to take to maintain or quickly restore critical operations. It includes identifying essential functions, setting recovery priorities and timelines, coordinating communications with staff and external partners, and detailing testing and maintenance so the plan stays ready. A cold site is just a facility option and doesn't by itself guarantee continuity without the plan and procedures to use it. Terms like Continuity Capability aren't standard documents, and Devolution describes transferring authority to another body, not the concrete plan that ensures ongoing operations.

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4. Which term describes staff assigned to continue performance of essential functions at an alternate location in the event their primary operating facility is impacted?

A. DERG

B. PMEFs

C. ERG

D. NEFs

Emergency Relocation Group describes the staff designated to move to an alternate site and keep essential operations going when the primary facility is affected. This team coordinates the relocation, sets up the new location, maintains communications, and ensures that the Primary Mission Essential Functions continue to be performed at the alternate site. The other terms refer to the functions themselves or different groups, not the specific relocation team responsible for continuing operations at a different location.

5. What is the role of documentation and records management in COOP?

A. Establishes MEFs and critical dependencies to guide recovery.

B. Sets overall strategic objectives for the organization during disruption.

C. Maintains procedures, activation logs, meeting records, and audit-ready documentation for accountability and improvement.

D. Determines staffing levels required for operations during disruption.

Documentation and records management in COOP ensures accountability and continuous improvement by maintaining a complete, accessible set of materials that guide recovery actions and prove what was done. This includes keeping procedures, activation logs, meeting records, and audit-ready documentation so responders can follow established steps, assign and track responsibilities, and verify actions taken during a disruption. Such records also support after-action reviews, regulatory compliance, and the ability to implement improvements based on real events or drills. Other elements of continuity planning focus on identifying what must be recovered (critical functions and dependencies), setting strategic objectives for the organization during disruption, or planning staffing needs. While these are essential for planning and execution, the role of documentation and records management is specifically to preserve the records that enable accurate activation, accountability, and continuous improvement.

6. Warm site is best described as?

A. A site with no infrastructure ready, requiring setup from scratch.

B. A site with full live IT capability and immediately operational.

C. Locations that have a minimum acceptable level of infrastructure in-place, and can become operational as soon as possible but no later than 12 hours after continuity activation.

D. A site that is only used for backups of paper records.

A warm site is a disaster recovery option that has enough infrastructure in place to support operations, but not the full, live capabilities of a hot site. It can be brought online relatively quickly after activation, typically within a defined recovery time such as 12 hours. This places it between a hot site, which is ready to operate immediately with full IT capability, and a cold site, which has space and basic utilities but little to no equipment ready and requires more setup time. The option describing no infrastructure ready and needing setup from scratch doesn't fit because it would take longer to become operational; the one describing full live IT capability matches a hot site; and the option about backups of paper records isn't about the readiness of IT operations at a DR site.

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7. What term defines systems and assets, whether physical or virtual, so vital to the United States that their incapacitation would have a debilitating impact on national economic security, public health and safety, or a combination thereof?

A. Continuity Plan

B. Critical Infrastructure

C. DERG

D. Cold Site

The main concept tested is critical infrastructure—the systems and assets, whether physical or virtual, whose incapacitation would have a debilitating impact on national economic security, public health and safety, or a combination thereof. This term identifies the essential functions and the assets needed to support them, guiding protection and continuity planning across both cyber and physical domains. It encompasses sectors like energy, transportation, finance, healthcare, and communications, which is why safeguarding them is central to national resilience. A Continuity Plan is the document that explains how to keep operations moving; a DERG is an emergency response group, not the asset category; a Cold Site is a recovery facility, not the defined term for essential assets.

8. Succession is defined as?

A. A formal, sequential assumption of a position's authorities and responsibilities, to the extent not otherwise limited by law, by the holder of another specified position as identified in statute, executive order, or other presidential directive, or by relevant D/A policy, order, or regulation if there is no applicable executive order, other presidential directive, or statute in the event of a vacancy in office or a position holder dies, resigns, or is otherwise unable to perform the functions and duties of that pertinent position.

B. A plan to relocate personnel during a disaster.

C. A temporary delegation of tasks to non-leadership staff.

D. A post-incident review process.

Succession means the formal, sequential transfer of authority and responsibilities from the current leader to a designated successor when the incumbent cannot perform the duties, due to vacancy, death, resignation, or incapacity, and it is established by statute, executive order, policy, or internal guidance. This ensures continuity of leadership and essential functions by having a predefined line of authority and a trigger for the successor to step in. It differs from relocation planning, which is about moving staff during a disaster; from temporarily delegating tasks to non-leadership staff, which does not guarantee continuity of authority; and from post-incident reviews, which assess performance after the event rather than predefine who leads in incapacity.

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9. Which term describes the operations that must be maintained during a disruption?

A. Mission-Essential Functions (MEFs)

B. Mainline Operations

C. Support Services

D. Backup Processes

Focusing on the functions that must keep running when normal operations are disrupted is the essence here. Mission-Essential Functions are the operations that are critical for the organization to continue delivering its core mission, even under adverse conditions. These functions are identified during a business impact analysis and are tied to recovery objectives, such as how quickly they must be restored and what level of service is required. Because they are the minimum set of activities that must persist, MEFs guide how you allocate resources, assign staff, and set up alternative facilities or workarounds to ensure continuity. The other terms don't capture this precise idea: they're not the formal designation for the essential, ongoing activities that must be sustained to keep the mission going during a disruption.

10. How should COOP handle data backups and restoration during a disruption?

A. By ensuring offsite backups, secure storage, and tested restoration procedures to quickly recover data.

B. By relying on on-site backups only without testing.

C. By backing up data but not testing restoration.

D. By avoiding backups to reduce costs.

Data backups and restoration during a disruption hinge on having copies that survive the incident, staying protected, and knowing you can actually recover quickly. The best approach is to keep backups offsite, store them securely, and regularly test restoration procedures. Offsite backups protect data even if the primary site is damaged, stolen, or encrypted by a cyberattack. Secure storage guards against tampering and unauthorized access, preserving data integrity and confidentiality. Most importantly, testing restoration ensures you can actually recover the data in the required time frame and with the correct data version, so you can meet your RTO and RPO goals. Regular practice also uncovers issues with media, processes, or dependencies before a real incident occurs, making the recovery process reliable when it's needed. Relying on on-site backups alone risks loss if the site is affected; backing up without testing means you might discover recovery problems only during an outage; and avoiding backups altogether defeats the purpose of COOP by leaving data vulnerable and unrecoverable.

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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:

https://continuityofoperations.examzify.com

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

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