DAWIA CERTIFICATION PRACTICE EXAM (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. Implied actual authority can exist without an express agreement.

A. False

B. Only if there is a formal written contract

C. True

D. Only if the action is minor

2. Which option describes a category that combines competitive procedures?

A. Combination of competitive procedures

B. Sealed bids

C. Competitive proposals

D. Other competitive procedures

3. T or F: Title to supplies shall pass to the Government upon formal acceptance, regardless of when or where the Government takes physical possession, unless the contract specifically provides for earlier passage of title.

A. True

B. False

C. Not specified

D. Sometimes

4. What is the DD 254 used for?

A. Abstract of Offers

B. Contract Security Classification Specification - used to provide security classification guidance to U.S. contractors, and subcontractors as applicable, requiring access to information classified as "Confidential", "Secret", or "Top Secret"

C. Solicitation, Offer, & Award

D. Amendment of Solicitation/Modification of Contract

5. Which statement best describes partial settlements?

A. There is no need for any separability

B. The issues are clearly separable and the partial settlement will not prejudice the Government's or KTR's interest

C. Only the entire contract can be settled

D. It requires the full consent of all parties

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6. Where in the FAR would you find information regarding Delegation of Authority?

A. FAR 1.108(a)

B. FAR 1.108(b)

C. FAR 1.105

D. FAR 3.104

7. Who does FAR describe as being included among the Acquisition Team beyond the government personnel?

A. The customers they serve

B. Only the contractors

C. External consultants

D. Subcontractors only

8. What authority is legally binding in Government contracting and recognized by the courts?

A. Implied authority

B. Apparent authority

C. Actual authority

D. Delegated authority

9. Post-award orientation for contractors and subcontractors is true to which statement?

A. It is optional only for large businesses

B. It is encouraged to assist several small business concerns

C. It replaces the need for performance metrics

D. It applies only to prime contractors

10. Which FAR subpart governs the management of government contract files?

A. FAR Subpart 4.8

B. FAR Subpart 3.1

C. FAR Subpart 9.4

D. FAR Subpart 1.7

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Answers

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

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Explanations

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1. Implied actual authority can exist without an express agreement.

A. False

B. Only if there is a formal written contract

C. True

D. Only if the action is minor

Authority can come from circumstances, not just from a written agreement. Implied actual authority exists when the principal's conduct, the agent's role, and the past dealings between them make it reasonable for the agent to act in a certain way, even without an express contract. For instance, a branch manager who routinely approves routine purchases within a set budget is typically understood to have the authority to do so, even if there's no specific written clause granting that power. This type of authority is inferred from the relationship and behavior of the principal, rather than from a formal agreement. It's distinct from apparent authority, which depends on how a third party perceives the agent's power based on the principal's representations. So, implied actual authority can exist without an express agreement, making the statement true.

2. Which option describes a category that combines competitive procedures?

A. Combination of competitive procedures

B. Sealed bids

C. Competitive proposals

D. Other competitive procedures

The main idea here is that competition in contracting can be achieved through more than one approach in a single procurement by blending methods. When an agency wants to harness different strengths—such as the value focus of proposals and the price certainty of bids—it can use a category that explicitly describes a mix of competitive procedures. The best choice names this blended approach directly: a category that combines competitive procedures. This term signals that the procurement isn't limited to a single method but may incorporate elements of multiple procedures to achieve the best overall outcome. It stands apart from the more specific methods like sealed bids or competitive proposals, which describe only one approach each. It also differs from a vague stand alone bucket like "other competitive procedures," which doesn't imply that multiple methods are being used together. In practice, using a combination of competitive procedures allows an agency to tailor the competition to the contract's components—for example, awarding price for one part via sealed bids while using competitive proposals for another part to emphasize technical merit and best value. This flexibility is why the category describing a combination of competitive procedures is the most appropriate description.

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3. T or F: Title to supplies shall pass to the Government upon formal acceptance, regardless of when or where the Government takes physical possession, unless the contract specifically provides for earlier passage of title.

A. True

B. False

C. Not specified

D. Sometimes

The main idea is that ownership transfers at the moment of formal acceptance, not simply when the goods are delivered or the Government takes physical possession. In government contracts for supplies, the standard rule is that title passes to the Government upon formal acceptance after inspection and conformity to contract requirements. If the contract explicitly says title passes earlier (for example, upon delivery, shipment, or another specified point), that clause governs. Otherwise, even if the Government has the items in hand or is currently inspecting them, the title remains with the seller until formal acceptance is granted. This is why the statement is true: the passage of title is tied to acceptance, unless the contract provides an earlier passage of title.

4. What is the DD 254 used for?

A. Abstract of Offers

B. Contract Security Classification Specification - used to provide security classification guidance to U.S. contractors, and subcontractors as applicable, requiring access to information classified as "Confidential", "Secret", or "Top Secret"

C. Solicitation, Offer, & Award

D. Amendment of Solicitation/Modification of Contract

The main idea is that the DD 254 is a Contract Security Classification Specification. It provides the security classification guidance and safeguarding requirements for a Defense contract that will involve classified information. The form tells the contractor what classification levels apply (such as Confidential, Secret, or Top Secret), what personnel need security clearances, and how to protect, handle, store, transmit, and destroy classified data. It also lays out access controls, need-to-know restrictions, and any special handling or marking procedures so that everyone involved understands exactly what security measures must be followed. This document is issued as part of the contracting process to ensure all prime contractors and subcontractors know and can meet the security requirements before work begins. It's not for abstracts of offers, not the solicitation/offer/award package, and not an amendment of a solicitation.

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5. Which statement best describes partial settlements?

A. There is no need for any separability

B. The issues are clearly separable and the partial settlement will not prejudice the Government's or KTR's interest

C. Only the entire contract can be settled

D. It requires the full consent of all parties

Partial settlements work when the contract dispute has issues that can be resolved separately from the rest, without harming the rights or positions of either side. The key requirement is that the issues chosen for settlement are clearly separable from the remaining issues, and that settling them does not prejudice the Government's or the contractor's interests (including the interests represented by the KTR). When those conditions are met, parties can finalize a partial settlement to resolve the settled issues while leaving others to be addressed later. That's why describing partial settlements as involving separable issues and no prejudice to the Government's or KTR's interests is the best fit. The other ideas—that separability isn't needed, that only the entire contract can be settled, or that full consent of all parties is required—don't capture the essential criteria.

6. Where in the FAR would you find information regarding Delegation of Authority?

A. FAR 1.108(a)

B. FAR 1.108(b)

C. FAR 1.105

D. FAR 3.104

Delegation of Authority is described in the FAR under the section that covers Administrative matters and Delegation of Authority. The guidance you need—who can delegate contracting authority, the limits of that authority, and the documentation required to formalize delegations—is found in the portion of FAR 1.108 that specifically addresses Delegation of Authority. That's why this reference is the correct one. The other FAR sections listed cover different contracting topics and don't provide the DOA guidance.

7. Who does FAR describe as being included among the Acquisition Team beyond the government personnel?

A. The customers they serve

B. Only the contractors

C. External consultants

D. Subcontractors only

The question tests how the Acquisition Team is defined in FAR beyond government personnel. FAR describes the Acquisition Team as consisting of government personnel plus the contractor's personnel who are assigned to the contract. That means the group beyond government personnel is the contractors—the prime contractor and any subcontractors working on the contract, since they are part of the contractor's organization. The end-user or customer is a stakeholder in the outcome but isn't listed as a separate element of the Acquisition Team in FAR, and external consultants aren't described as a distinct add-on to the team in the same way. So the best answer is that, beyond government personnel, the Acquisition Team includes the contractors (including their subcontractors).

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8. What authority is legally binding in Government contracting and recognized by the courts?

A. Implied authority

B. Apparent authority

C. Actual authority

D. Delegated authority

The concept at work is authority used by an agent who acts for the government. Actual authority is the power that the government has explicitly granted to the agent or that arises from the agent's role and past actions as necessary to carry out the duties. This is the authority courts look to when determining whether a contract binds the government—if the contracting officer or agent acts within that granted scope, the government is bound. Express authority is the clearly stated permission, such as written or spoken commands that specify what the agent can do. Implied authority, also part of actual authority, comes from the duties of the position, customary practice, or the reasonable necessities of carrying out the expressed tasks. Together, they form the authority that the government recognizes as binding in contracting. Apparent authority depends on how third parties perceive the agent's power based on the government's representations; it can create binding effects in some scenarios, but it is not the authority that originates from the government's grant to the agent. Delegated authority is not the standard term used to describe the binding authority in this legal framework. So, the binding authority recognized by the courts in government contracting is actual authority.

9. Post-award orientation for contractors and subcontractors is true to which statement?

A. It is optional only for large businesses

B. It is encouraged to assist several small business concerns

C. It replaces the need for performance metrics

D. It applies only to prime contractors

Post-award orientation focuses on aligning expectations and clarifying responsibilities after a contract is awarded, so that both the prime contractor and any subcontractors understand how the work will be carried out, what reporting is required, and how subcontracting goals will be pursued. Encouraging this orientation specifically supports small business concerns by making them aware of opportunities, requirements, and the processes for engaging with the prime. It helps ensure they know how to compete for subcontracts, how subcontracting plans will be monitored, and how to communicate effectively to meet performance and compliance standards. This collaborative step isn't about replacing metrics or duties; performance metrics and ongoing monitoring still apply. It isn't limited to large businesses, and it isn't something only the prime contractor experiences—the subcontractors benefit from clear guidance and expectations as well. That's why the statement that it is encouraged to assist several small business concerns is the best fit.

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10. Which FAR subpart governs the management of government contract files?

A. FAR Subpart 4.8

B. FAR Subpart 3.1

C. FAR Subpart 9.4

D. FAR Subpart 1.7

The concept being tested is where the rules for handling government contract files are found in the FAR. The correct choice points to FAR Subpart 4.8, which lives under FAR Part 4 (Administrative Matters) and is specifically titled "Contract Files." This subpart lays out what must be included in each contract file, how those files should be organized and maintained, and how long records should be retained. It provides the official guidance that ensures contract files are complete, accessible, and auditable. The other choices address different areas of the FAR. They cover topics like contractor qualifications, debarment and suspension, or procurement topics unrelated to how contract files are managed, so they don't govern the management of government contract documentation.

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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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