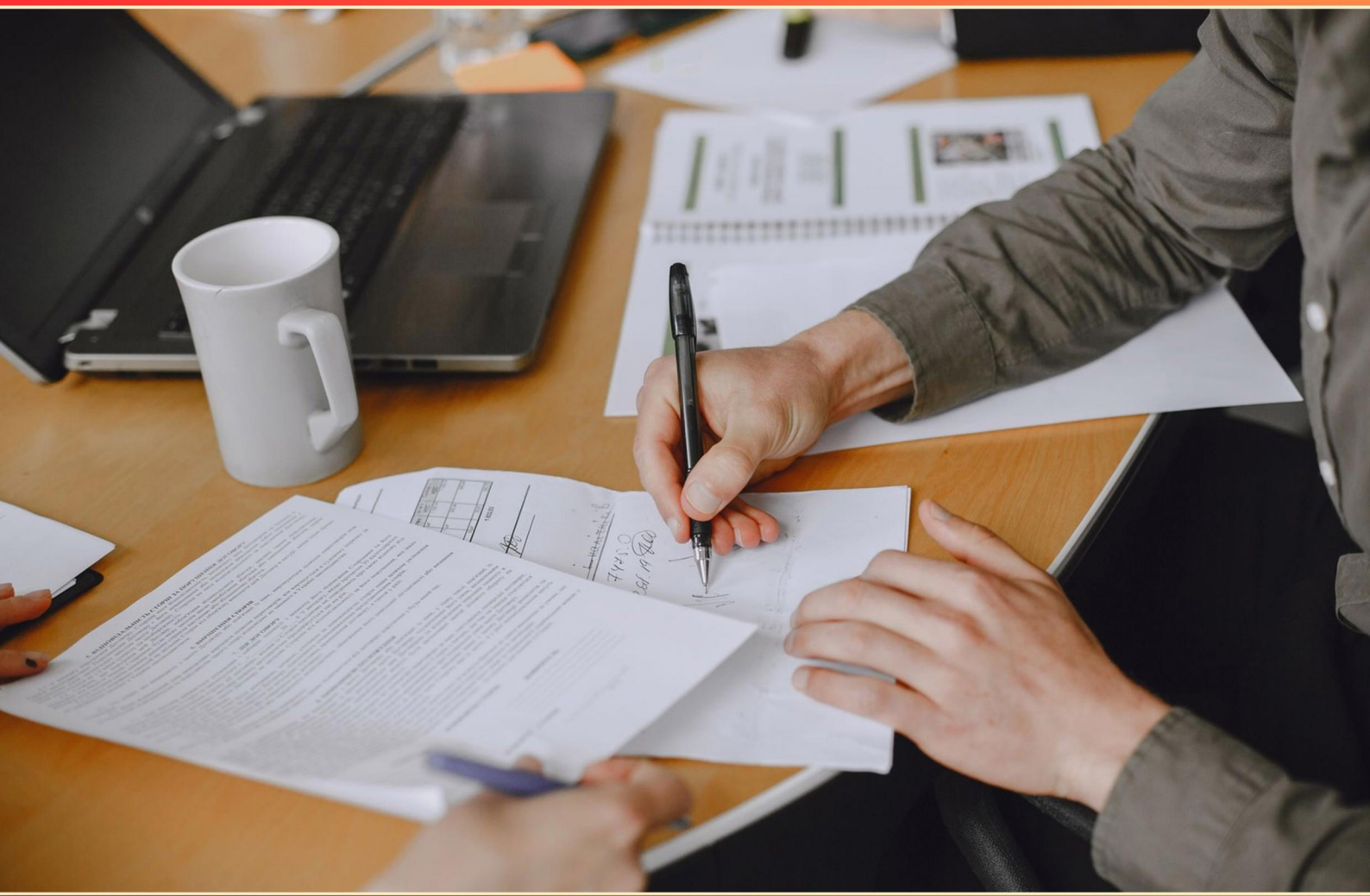
NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA) OFFICIAL PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://ncmaofficial.examzify.com

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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. If a physician orders 50mg of Demerol with a concentration of 100mg/ml, how many cc's will be injected?

A. 1 cc

B. 0.5 cc

C. 2 cc

D. 5 cc

2. To determine the size of the needle, remember that the higher the gauge number, the _____ needle bore.

A. Larger

B. Smaller

C. Thicker

D. Weaker

3. What substances are classified as Schedule I drugs?

A. Substances with accepted medical use and low potential for abuse

B. Substances that have no accepted medical use and a high potential for abuse

C. Substances with medical use but a high potential for abuse

D. Substances used only in research with no medical applications

4. A downward or negative wave of an electrocardiogram following the P wave is known as what?

A. P wave

B. R wave

C. Q wave

D. T wave

5. A microorganism that rarely causes disease is referred to as a what?

A. Pathogen

B. Non-pathogen

C. Antigen

D. Virus

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6. What is one outcome of effective contract compliance?

A. Increased project budgets for future contracts

B. A decrease in contractor disputes and claims

C. A longer duration of the contracting process

D. Higher costs for project completion

7. What is important to do when performing any CLIA waived test?

A. Perform quality control testing with every new kit

B. Skip quality control testing

C. Only perform quality control testing annually

D. Use only old kits without testing

8. Body language, body posture, space, and distance are categorized as what type of communication?

A. Verbal communication

B. Non-verbal communication

C. Written communication

D. Interpersonal communication

9. What does "contract compliance" ensure?

A. That contracts are executed without legal review.

B. That all parties adhere to the agreed-upon contract terms.

C. That procurement processes are expedited.

D. That purchase orders are issued in a timely manner.

10. What is the purpose of the contract closeout phase?

A. To negotiate better terms for future contracts

B. To finalize all obligations and ensure all aspects of the contract are complete

C. To reassess the effectiveness of contractors

D. To draft a new contract

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Answers

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

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Explanations

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1. If a physician orders 50mg of Demerol with a concentration of 100mg/ml, how many cc's will be injected?

A. 1 cc

B. 0.5 cc

C. 2 cc

D. 5 cc

To determine how many cc's (cubic centimeters) need to be injected based on the provided order, you start with the concentration of the medication and the required dosage. The physician has ordered 50 mg of Demerol, which has a concentration of 100 mg/ml. This means that for every 1 ml (or cc) of solution, there are 100 mg of Demerol present. To find the volume (in cc's) that contains 50 mg, you can use the following relationship: 1. First, set up the calculation to convert the desired dose (50 mg) into ml. This can be done using the formula: Volume (ml) = Desired Dose (mg) / Concentration (mg/ml) 2. Substituting the values from the problem: Volume (ml) = 50 mg / 100 mg/ml = 0.5 ml (or cc) This calculation shows that to administer 50 mg of Demerol, you will inject 0.5 cc of the solution. Therefore, the correct answer accurately reflects the amount of medication that should be administered based on the concentration provided.

2. To determine the size of the needle, remember that the higher the gauge number, the _____ needle bore.

A. Larger

B. Smaller

C. Thicker

D. Weaker

The correct understanding lies in the fact that the gauge of a needle inversely correlates with its diameter. Higher gauge numbers indicate a smaller needle bore, meaning that as the gauge number increases, the actual size of the needle decreases. This is a commonly used standard in medical and laboratory settings, where needles often range from very fine (high gauge) to thicker (low gauge). Hence, selecting "smaller" accurately reflects this inverse relationship, making it the appropriate choice. In contrast, terms such as "larger," "thicker," and "weaker" do not accurately represent the relationship between needle gauge and size. Higher gauge does not denote a larger or thicker needle, nor does it imply any kind of weakness in terms of performance; it's primarily a measurement of physical size. Understanding this concept is crucial for accurately selecting needles for various applications in healthcare and science.

3. What substances are classified as Schedule I drugs?

A. Substances with accepted medical use and low potential for abuse

B. Substances that have no accepted medical use and a high potential for abuse

C. Substances with medical use but a high potential for abuse

D. Substances used only in research with no medical applications

Schedule I drugs are characterized by their lack of accepted medical use and their high potential for abuse. This classification indicates that these substances are considered to pose significant risks to public health and safety due to their high likelihood of addiction and abuse, making them subject to the most stringent regulations under drug enforcement laws. The classification serves as a legal framework to prevent their production, distribution, and consumption outside of tightly controlled research settings. While some other options reference medical uses or lower potentials for abuse, Schedule I drugs are strictly delineated by their absence of recognized medical applications and substantial risks, reinforcing their position at the top of the drug classification system, where they face the most severe legal restrictions.

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4. A downward or negative wave of an electrocardiogram following the P wave is known as what?

A. P wave

B. R wave

C. Q wave

D. T wave

A downward or negative wave following the P wave in an electrocardiogram is indeed referred to as the Q wave. The Q wave is the first negative deflection that appears after the P wave in the normal electrocardiogram sequence. It represents the initial phase of ventricular depolarization, which is crucial for the heart's electrical activity. In a typical ECG, the P wave indicates atrial depolarization. After this, the Q wave comes as part of the QRS complex. Its negative nature is significant because it signifies the electrical activity spreading through the ventricles, specifically as the septum depolarizes from left to right. Understanding the role of the Q wave is vital for interpreting heart health and function through ECG readings, as changes in the Q wave can indicate various cardiac conditions. The other options do not correctly match the description given in the question. The P wave, for instance, relates to atrial depolarization, the R wave is a positive deflection following the Q wave, and the T wave represents ventricular repolarization. Each of these has distinct characteristics and physiological significance within the electrocardiographic tracing.

5. A microorganism that rarely causes disease is referred to as a what?

A. Pathogen

B. Non-pathogen

C. Antigen

D. Virus

A microorganism that rarely causes disease is referred to as a non-pathogen. This term is used to categorize organisms that do not typically result in infection or illness in healthy individuals. Non-pathogens can be a normal part of the human microbiome, playing beneficial roles, such as aiding digestion or providing protection against pathogens. Understanding the distinction between non-pathogens and pathogens is crucial in microbiology and clinical settings, as it shapes how health professionals approach infection control, treatment options, and the overall assessment of microbial populations in various environments. Pathogens, on the other hand, are microorganisms that can cause disease, while antigens refer to substances that the immune system recognizes as foreign, and viruses are specific types of pathogens.

6. What is one outcome of effective contract compliance?

A. Increased project budgets for future contracts

B. A decrease in contractor disputes and claims

C. A longer duration of the contracting process

D. Higher costs for project completion

Effective contract compliance leads to a significant reduction in contractor disputes and claims. When all parties adhere strictly to the terms of the contract, including timelines, budget limitations, and agreed-upon deliverables, there is a clear understanding of expectations. This clarity minimizes the chances of misunderstandings or misinterpretations that often lead to conflicts. Moreover, when compliance is maintained, issues can be addressed proactively, leading to smoother project workflows and more productive relationships between contractors and clients. Consequently, a strong foundation of compliance can foster trust and cooperation, which further reduces the likelihood of disputes arising. In contrast, outcomes like increased project budgets or extended contracting processes do not align with the principles of effective compliance. Compliance is focused on adhering to existing contractual obligations rather than leading to increased resources or longer project timelines.

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7. What is important to do when performing any CLIA waived test?

A. Perform quality control testing with every new kit

B. Skip quality control testing

C. Only perform quality control testing annually

D. Use only old kits without testing

Performing quality control testing with every new kit when conducting CLIA waived tests is essential to ensure the accuracy and reliability of the test results. Quality control testing verifies that the test is functioning correctly and that the components are working as intended. This practice helps to identify any issues with the testing process, such as problems with reagents or equipment malfunctions, before actual patient samples are tested. Regular quality control testing supports the integrity of laboratory results, which is crucial for patient safety and effective medical decision-making. While other choices might suggest various approaches to handling quality control, they lack the fundamental principle of continuous verification necessary for high-quality laboratory practices. Relying on outdated methods or skipping quality control altogether can compromise the results and, ultimately, patient care.

8. Body language, body posture, space, and distance are categorized as what type of communication?

A. Verbal communication

B. Non-verbal communication

C. Written communication

D. Interpersonal communication

The correct answer is non-verbal communication because it encompasses all forms of communication that do not involve spoken or written language. This includes body language, posture, gestures, facial expressions, and the use of space or distance between individuals during interaction. Non-verbal communication can convey emotions, attitudes, and reactions that often supplement or even contradict verbal messages. Understanding non-verbal cues is vital in various contexts, such as contract management, where negotiation and relationship-building are crucial. Effective non-verbal communication can enhance understanding, create rapport, and aid in interpreting the feelings and intentions of others, thus playing a significant role in successful interactions. Verbal communication, in contrast, relies on spoken or written words, while written communication involves textual information sharing. Interpersonal communication broadly refers to any communication between individuals but does not specifically focus on the non-verbal aspects.

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9. What does "contract compliance" ensure?

A. That contracts are executed without legal review.

B. That all parties adhere to the agreed-upon contract terms.

C. That procurement processes are expedited.

D. That purchase orders are issued in a timely manner.

Contract compliance ensures that all parties involved in the contract adhere to the agreed-upon terms and conditions. This involves monitoring and enforcing the performance of obligations set forth in the contract, ensuring that all actions taken are in alignment with the contract's stipulations. Adhering to the contract terms is crucial because it helps to maintain the integrity of the agreement, protects the legal rights of all parties, and promotes a smooth working relationship. If either party fails to comply with the terms, it can lead to disputes, potential litigation, or even the termination of the contract. Thus, achieving contract compliance is vital for the successful execution of the agreement and overall project success. Other options present elements that are important in contract management but do not focus on the essence of contract compliance. For instance, executing contracts without legal review may lead to potential non-compliance issues since legal oversight is crucial for understanding obligations. Expediting procurement processes and issuing purchase orders in a timely manner are operational aspects that can indirectly relate to compliance but do not directly define what contract compliance entails.

10. What is the purpose of the contract closeout phase?

A. To negotiate better terms for future contracts

B. To finalize all obligations and ensure all aspects of the contract are complete

C. To reassess the effectiveness of contractors

D. To draft a new contract

The purpose of the contract closeout phase is to finalize all obligations and ensure that every aspect of the contract has been completed. This phase is crucial for formally concluding the contractual relationship between the parties involved. It involves verifying that all contractual deliverables have been met, ensuring payments have been made, and resolving any outstanding issues or disputes. During the closeout phase, both parties review the contract to confirm that all terms were fulfilled, including the submission of final reports, delivery of products or services, and completion of any required actions. This ensures that both the buyer and the seller can move forward knowing that the contract has been executed successfully and that there are no lingering obligations or liabilities. While negotiating better terms for future contracts, reassessing the effectiveness of contractors, or drafting new contracts are important activities in the broader context of contract management, they fall outside the specific scope of the closeout phase. The focus during this time is on ensuring compliance and fulfillment of the existing contract rather than initiating new arrangements or evaluations.

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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://ncmaofficial.examzify.com

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

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