PROCORE SUPERINTENDENT CERTIFICATION 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. True or False: If you send an email in Procore using the Email button without including yourself on the CC list, you will receive a copy of the email in the 'Sent' folder of your email account.

A. True

B. False

C. Not applicable

D. Sometimes

2. Procore offers free, unlimited storage in the Documents tool for all customers.

A. True

B. False

C. Only up to 50 GB

D. Depends on plan

3. If you don't select an album when uploading photos, where will the photos be uploaded?

A. Unclassified

B. Public

C. Private

D. Project Gallery

4. Where can you find the project email address that, when added to the CC field of any email, will show up in the Emails tool?

A. In the Emails tool under the 'Email into Procore' section

B. In the Documents tool's project email folder

C. In the Directory's settings

D. In the Admin Console

5. What is true about starring minutes?

A. They mark minutes as important and ensure they appear on future minutes for the same item until unstarred

B. They delete the minutes after a set period

C. They automatically export minutes to reports

D. They archive minutes when starred

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6. In Procore, what happens if QA/QC checklists are not complete?

A. Progression to the next stage is blocked until checklists are complete.

B. Progression proceeds automatically.

C. Checklists become optional after a delay.

D. Checks are ignored.

7. Which of the following describes the proper sequence for updating a drawing when a revision occurs in Procore Drawings?

A. Delete the previous revision after uploading a new one.

B. Upload the new drawing file, assign a revision number, publish the latest revision, and issue any addenda or markups as needed.

C. Ignore markups and share only the original file.

D. Publish the file without uploading any changes.

8. Where can you find the Mobile Permissions Matrix for offline actions on mobile?

A. Procore Support site

B. In-app Help

C. Project Settings

D. Admin Console

9. Daily Log field customization: which statement is true?

A. Only default fields are used.

B. Custom fields cannot be shared across reports.

C. Use project settings to add custom fields (e.g., weather specifics, shift codes, task types), populate them in each entry, and use for filtered reporting.

D. Custom fields require separate license.

10. Before you can add measurements to your drawing, you must first calibrate a known distance on the drawing.

A. True

B. False

C. Only for metric drawings

D. Only if scale is not preset

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Answers

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

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Explanations

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1. True or False: If you send an email in Procore using the Email button without including yourself on the CC list, you will receive a copy of the email in the 'Sent' folder of your email account.

A. True

B. False

C. Not applicable

D. Sometimes

When you send an email through Procore using the Email feature, the message is sent via your connected email account. Because it's an outgoing email from your address, your mail server saves a copy in your Sent folder, even if you didn't put yourself on the CC line. The CC field determines who receives copies, not whether a record of the sent message is stored in Sent. So in a typical setup, you should see that email appear in your Sent folder regardless of your CC selection. If your organization uses different saving rules, check those settings, but standard behavior is to have a Sent copy.

2. Procore offers free, unlimited storage in the Documents tool for all customers.

A. True

B. False

C. Only up to 50 GB

D. Depends on plan

Procore includes free, unlimited storage in the Documents tool for all customers. This means you can upload and keep as many files as you need—drawings, specs, submittals, PDFs, and more—without worrying about a storage cap or extra charges. The Documents tool is meant to be the central, always-available repository for project files, so teams can maintain a complete document history and access what they need without juggling space limits. While you manage organization, versioning, and permissions, the storage itself isn't limited by plan or quantity, which makes document management simpler and more scalable across projects.

3. If you don't select an album when uploading photos, where will the photos be uploaded?

A. Unclassified

B. Public

C. Private

D. Project Gallery

When you don't pick an album, the system places the photos in the default catch-all location called Unclassified. This keeps the images from being lost and lets you organize them later by moving them into a specific album. Public would expose the photos to everyone, Private would restrict access, and Project Gallery is a separate project-specific area. Since no album is chosen, Unclassified is the neutral, interim home for the uploads. If needed, you can move them to a different album later.

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4. Where can you find the project email address that, when added to the CC field of any email, will show up in the Emails tool?

A. In the Emails tool under the 'Email into Procore' section

B. In the Documents tool's project email folder

C. In the Directory's settings

D. In the Admin Console

Procore uses a project-specific email address that forwards messages into the project's Emails tool. The address is found in the Emails tool, in the section that shows or configures Email into Procore for that project. When you add that address to the CC field of any email, that message is routed into Procore and appears in the project's Emails tool, keeping all related correspondence centralized for tracking and reference. Other areas don't fit because: the Documents tool is for file storage, not incoming emails; the Directory settings manage people and groups, not project email routing; and the Admin Console handles broader admin configurations, not per-project email addresses.

5. What is true about starring minutes?

A. They mark minutes as important and ensure they appear on future minutes for the same item until unstarred

B. They delete the minutes after a set period

C. They automatically export minutes to reports

D. They archive minutes when starred

Starring minutes is a way to flag important items so they carry forward across future meetings for the same item. When you star a minute, it's marked as significant and Procore keeps that entry linked to the item, ensuring it appears on future minutes until you unstar it. This helps you maintain continuity for decisions or follow-up actions without re-creating or re-noting them each time. It's not about deleting minutes after a period, automatically exporting minutes to reports, or archiving minutes when starred—those behaviors aren't part of starring. The feature is all about highlighting and preserving key items across ongoing discussions.

6. In Procore, what happens if QA/QC checklists are not complete?

A. Progression to the next stage is blocked until checklists are complete.

B. Progression proceeds automatically.

C. Checklists become optional after a delay.

D. Checks are ignored.

QA/QC checklists in Procore act as a gating mechanism for moving the project forward. They ensure that quality, safety, and compliance verifications are completed and approved before you can advance to the next stage. If the checklists aren't finished, the system blocks progression, requiring the responsible person to complete or address items before continuing. Progression isn't automatic, the checks aren't optional after a delay, and nothing is ignored—the workflow is designed to stop you at that point until the QA/QC verifications are resolved.

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7. Which of the following describes the proper sequence for updating a drawing when a revision occurs in Procore Drawings?

A. Delete the previous revision after uploading a new one.

B. Upload the new drawing file, assign a revision number, publish the latest revision, and issue any addenda or markups as needed.

C. Ignore markups and share only the original file.

D. Publish the file without uploading any changes.

Updating a drawing when a revision occurs relies on version control and clear communication. The proper flow is to upload the new drawing file, assign it the next revision number, publish the latest revision so it becomes the current drawing visible to the project team, and then issue any addenda or markups to explain the changes. This sequence preserves the drawing history and ensures everyone is looking at the most up-to-date document. Deleting the previous revision would erase history and create confusion about what was changed; ignoring markups means critical changes aren't communicated; publishing without uploading changes would leave the project with an outdated or unchanged drawing. Following this workflow keeps records accurate and field teams informed.

8. Where can you find the Mobile Permissions Matrix for offline actions on mobile?

A. Procore Support site

B. In-app Help

C. Project Settings

D. Admin Console

The Mobile Permissions Matrix for offline actions on mobile is published on the Procore Support site. This official documentation site houses reference materials like the matrix, which are updated as features change, ensuring you see the current offline capabilities and limitations. The app's settings and permissions areas (Project Settings or Admin Console) are for configuring how users interact with a project, not for serving as the primary source of the offline actions matrix. In-app Help may link you to docs, but the complete, up-to-date matrix comes from the Procore Support site.

9. Daily Log field customization: which statement is true?

A. Only default fields are used.

B. Custom fields cannot be shared across reports.

C. Use project settings to add custom fields (e.g., weather specifics, shift codes, task types), populate them in each entry, and use for filtered reporting.

D. Custom fields require separate license.

Customizing Daily Log fields lets you capture site-specific information and use it to improve reporting. By adding custom fields in the project settings, you can define data points like weather specifics, shift codes, and task types that aren't in the default fields. You fill these fields for every daily log entry, which gives you richer, more precise data to analyze. Because these fields are part of the daily log data, you can include them in reports and filter by them—for example, filtering by weather conditions or by a particular shift code to see how those factors relate to progress or issues. This approach makes the statement true: you're not limited to default fields, you can create and populate custom fields, and you can use them to drive filtered reporting. There isn't a separate license required for these custom fields, which also aligns with how they're intended to be used in standard Procore workflows.

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10. Before you can add measurements to your drawing, you must first calibrate a known distance on the drawing.

A. True

B. False

C. Only for metric drawings

D. Only if scale is not preset

Measurement tools derive real-world size from the drawing's scale. If you haven't established that scale with a known distance, the numbers you place will map to uncertain or wrong sizes. By calibrating a known distance on the drawing, you set the exact conversion between drawing units and real units, and every subsequent measurement reflects the true dimensions. This step works for any units—metric or imperial—and even if a scale seems preset, confirming it with a known distance ensures accuracy. Once calibrated, you can confidently add measurements because the system now knows how the drawing's units translate to real-world lengths.

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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://procoresuperintendent.examzify.com

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

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