



Relativity Certified Administrator

September 23, 2010



1 Introduction

kCura is pleased to offer a Relativity Certified Administrator (RCA) program.

This program is for experienced Relativity Admin looking to validate their knowledge of the platform.

The certification will be for a major version – 6.x – and will be valid for 1 year.

2 Why Should I Become Certified?

Relativity Certified Administrators will enjoy the following benefits:

- Quick access to second level support
- Industry recognition as a Relativity expert
- Added emphasis for the RCA's organization on the kCura website list of partners
- Logos for use on websites and email signatures

3 Becoming a Relativity Certified Administrator

Here are the required steps to become a Relativity Certified Administrator (RCA).

3.1 Prerequisites

Before attempting to become an RCA, you must have attended Relativity Admin Training and have a minimum of 3 months working as a Relativity administrator.

3.2 Cost

The cost is \$250 per exam taker. Space is limited to 20 people per session, and will be reserved on a first come, first served basis.

3.3 Preparing for the exam

Enrolled candidates will be emailed study materials to help them prepare for the exam. However, this certification validates Administrative expert's knowledge. An inexperienced Administrator, regardless of preparation time, would have difficulty with the exam.

3.4 Taking the Exam

The exam has two parts:

- A set of 150 questions
- A hands-on project, performed in Relativity

To pass the exam, you must score an 80% or higher.

The exam will be a closed-book exam. No manuals or cheat sheets may be used. Additionally, the use of mobile devices will not be allowed during the exam.

3.4.1 Location

The exam will be held in kCura's Chicago office each month with other major cities being offered from time to time. Please refer to our website for upcoming locations.

4 FAQ

Q: What topics are covered?

A: All aspects of Relativity case administration. Relativity Analytics and Relativity Dynamic Objects are not covered.

Q: Can I take the exam online?

A: No. At this time, the exam is not being offered online.

Q: Can you come give the exam at my location?

A: No. At this time, the exam is only being offered in kCura's Chicago office.

Q: Can I come to training and then take the exam immediately after?

A: No, we do not offer a training/exam combo. The exam is challenging, and should only be attempted by a seasoned Admin looking to validate their knowledge of the platform.

Q: So the exam is challenging? How can I prepare for the exam?

A: The exam is challenging. There are a few proven ways to successfully prepare:

- Be comfortable with Relativity
- Be familiar with the documentation – specifically the Admin, User and Searching Manuals.
- Use the Admin Study Guide.

Q: What if I don't pass?

A: Re-takes are available at a 50% discount. You must wait 1 month before retrying. A maximum for 5 attempts per year are allowed.

Q: What is the exam format?

A: The exam has two parts:

- 150 questions – True/False, Multiple Choice, and matching. 90 minutes are allotted.
- A hands-on project broken down in to task preformed in Relativity. 60 minutes are allotted.

Q: What can I bring with me into the test?

A: No materials are allowed in the exam, including mobile devices. Plan to be unavailable for 2.5 hours.