



Study Guidelines

1 Overview

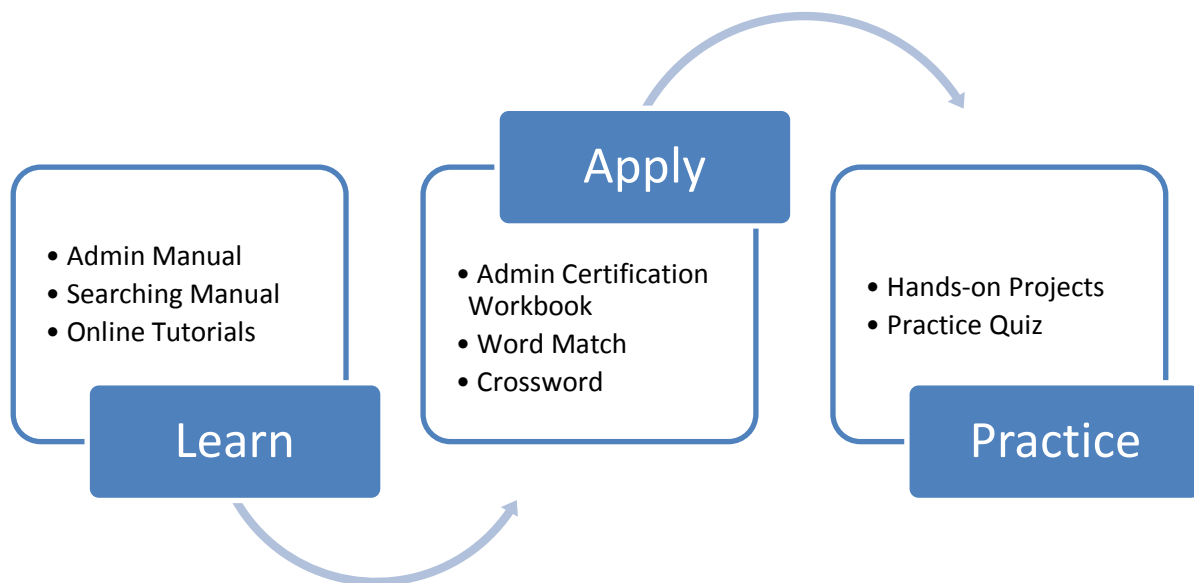
This document is a guideline to assist you in meeting the knowledge and skill level required to be a Relativity Certified Administrator (RCA).

The RCA exam is challenging and requires additional study outside of Relativity's daily use. Depending on your current role, hands-on use of Relativity, and previous training, the required study hours will vary. In general, Administrators and consultants who have taken the exam studied between 10 – 40 hours based on their previous experience with Relativity.

2 Resources

We have outlined the available RCA resources to help you obtain your goal below. Using a simple three-step approach, you will learn how Relativity works, how to apply your knowledge, and what to practice.

Fully understanding the Relativity platform is the key to your success as an Administrator. By following the steps below, you will ensure that you become familiar with the knowledge and tasks required of you during the exam.



The above resources are available on the Relativity website under the documentation, certification, and tutorials pages of our [support tab](#).

As you work through the materials, it is important to focus on the role of an Administrator, including your ability to create cases, load data, manage workflow, and address day-to-day operational needs.

Note: Relativity Analytics are not covered on the RCA exam.

3 RCA Training Environment

All attendees can request access to the RCA training environment by emailing certification@kcura.com. This kCura hosted environment will be on the current Relativity RCA Exam version.

4 Q&A Webinars

To help answer questions, kCura will conduct biweekly RCA Q&A webinars hosted by certified staff. This is a great way for everyone to share knowledge.

To participate in a session, sign up on the kCura [Certification](#) page.

5 Checklist

A checklist can be a great study aid. Not only does it ensure you are learning the required materials, but it also provides a way to stay focused and on track.

If you wish, use the checklist below to help with your study plan.

| Complete | Resource | Learn / Apply / Practice |
|----------|-------------------------------------|-----------------------------|
| | Admin Manual | Read and learn |
| | Searching Manual | Read and learn |
| | Online Tutorials | Review and interact |
| | Certified Admin Workbook | Read and interact |
| | Word Search, Word Match, Crosswords | Fun activity-based learning |
| | Hands-on projects | Exam simulation |
| | Practice Quiz | Exam simulation |

Depending on your learning style, you might want to incorporate other study techniques such as:

- Acronyms
- Flash Cards
- Project Tasks

6 The RCA Exam

The RCA exam is conducted in two parts. Part one, the online quiz, consists of 150 questions designed to test your knowledge as an Administrator. You will have 90 minutes to complete this portion.

Part two, the hands-on project, allows you to showcase your skills working in the Relativity platform. The exam projects are available to you, ensuring you have the opportunity to become familiar with the tasks required during the exam. You will randomly be given one of these projects during the exam. You will have 60 minutes to complete this portion, with an additional 5 minutes of planning time.

A candidate must score a combined total of 80% or higher to pass the exam. The scoring is broken down as follows:

- Quiz 60%
- Hands-on project 40%

7 What Others Are Saying

“It helps to pay attention to the specific order of things, and also the unique rules to consider when setting up and managing both your environment and your cases. Remember, the test is focused on the full scope of managing Relativity, and not only the case workflow interface functionality of the system. Do not underestimate the level of detail you need to know.”

Brian Kawasaki, *Executive Vice President, Advanced Discovery*

“Read and learn all of the suggested material. Try things out in a RCA Relativity environment as you are reading. The admin guide, user guide, search manual, and the certified admin guide are hefty manuals, so make sure you set aside sufficient time.”

Alex Woodrow, *Senior Project Manager, UNIFIED*

“Potential RCA candidates should not take preparation for the exam lightly. You need to ensure you have the background and have done admin work in the real world. You will not be able to pass simply by studying the guide and taking the practice quizzes.”

Carolyn Young, *Director of Legal Services, Evolver*

“Practice the hands-on projects. If you can’t complete all of the projects in 40 minutes, practice more before the exam.”

Jesse Biehl, *Developer, kCura Corporation*