



Frequently Asked Questions

What topics are covered?

All aspects of Relativity case administration. Relativity Analytics and Relativity Custom Applications are not covered.

Can I take the exam online?

No, we do not currently offer the exam online.

How much does the exam cost?

The exam costs \$250 per person. Space is limited and will be reserved on a first-come, first-served basis.

Can you give the exam at my location?

The exam is offered monthly in Chicago and one other location.

Please see the [certification page](#) of the Relativity website for exam locations and dates.

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

No, we do not offer a training/exam combo. The exam is challenging and should only be attempted by an experienced case administrator.

Am I eligible to take the exam?

Exam eligibility is based on the following prerequisites:

Existing Clients:

- Received training in Relativity.
- Minimum of three months intensively working with Relativity.

Consultants:

- Attended Relativity Admin Training at kCura.
- Minimum of three months intensively working with Relativity.

How can I prepare for the exam?

There are a few ways to successfully prepare:

- Be comfortable with Relativity.
- Read and perform the exercises in the administrative certification workbook.
- Be familiar with the documentation – administrative manual, user manual, and searching manual.
- Practice the hands-on exercises.

Is there an available training environment to practice in?

Yes, access to our RCA training environment is available to exam takers. Please e-mail certification@kcura.com with your request.

What if I don't pass?

Retakes are available at a 50% discount. A maximum of five attempts per year are allowed.

What is the exam format?

The exam is closed book; manuals and cheat sheets are not permitted. The exam is delivered in two parts:

- Online quiz (60%).
- Hands-on project, performed in Relativity (40%).

A candidate must score a combined total of 80% or higher to pass the exam.

What can I bring with me into the test?

You may bring a pen and notepad in case you wish to take notes during the exam. Plan to be unavailable for 2.5 hours.

When does my certification expire?

Your certification is valid for 12 months. In order to remain current, you can choose one of the following options:

- Take an upgrade exam that consists of a 50-question quiz and a hands-on project.
- Obtain 20 Relativity Continuing Education (RCE) credits within 12 months of your expiry. Credits are offered for attending webinars, trainings, and other educational events.