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CMAA Practice Test Questions With Complete Solutions Latest Update 2025

A medical administrative assistant is providing a patient with instructions about an upcoming mammogram. Which of the following actions should the assistant take to ensure patient understanding? - --ANS--Asking the patient to repeat the instructions provides immediate feedback about the patient's level of understanding.

A medical administrative assistant is creating a business correspondence. Which of the following salutations is appropriate for the assistant to use? - --ANS--Dear Mr. Goodwin:

Which of the following is the amount the medical administrative assistant should submit to the secondary insurance carrier if the encounter balance is \$360 and the patient has two plans with an 80/20 split? - --ANS--\$72

After deactivating the security system, which of the following actions should a medical administrative assistant take next when opening the office in the morning? - --ANS--Access the answering service.

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CMAA Certified Construction Manager (CCM) Sample Questions (Q47-Q52):

NEW QUESTION # 47

Bid contract documents have been prepared for LEED certification, but the owner has decided not to formally register for LEED certification. The owner still requires LEED equivalency. How does the CM proceed with the bid process?

- A. Notify bidders at prebid conference of changes in LEED registration.
- B. Instruct architect to make changes to bid documents to reflect deletion of LEED registration.
- C. Issue bid instructions that owner will not register project for LEED certification but the contract terms remain unchanged.
- D. Inform owner that LEED process as specified in the specifications will not be implemented.

Answer: C

Explanation:

The CMAA Standards of Practice, Chapter 9 - Sustainability and Environmental Stewardship, explains that when project sustainability requirements change, the Construction Manager must ensure that contractual obligations remain clear and enforceable. CMAA guidance provides:

"If the owner elects not to pursue formal LEED certification but retains the goal of equivalency, the CM should issue clarifying instructions to bidders maintaining the original sustainability requirements while noting the change in certification status." This ensures that all contractors understand that although formal LEED registration is not being pursued, the sustainability specifications remain contractually binding.

Therefore, the CM issues bid instructions indicating that the project will not be registered for certification, but contract terms remain unchanged.

References:

CMAA Construction Management Standards of Practice, Chapter 9 - Sustainability and Environmental Stewardship, Section: "Sustainable Design and Construction Requirements," pp. 90-92.

CMAA CM Study Guide, Sustainability Domain, Objective 9.3: "Manage sustainability goals consistent with owner's requirements and contract documents."

NEW QUESTION # 48

An inexperienced client on a design-bid-build project states that they do not want the designer to assist in the review of submittals, respond to Requests for Information (RFIs), or conduct any site inspections during the construction phase. How should the CM respond to the client's request?

- A. Review the Project Procedures Manual (PPM) and then discuss with the client why their approach may add more risk to the project.
- B. Ignore the client and continue coordinating with the design professional to provide these necessary services as part of their contract.
- C. Agree with the client that this will save the project from unnecessary costs and report that the design documents should be error-free.
- D. Review the Project Management Plan (PMP) and proceed accordingly.

Answer: A

Explanation:

CMAA's Standards of Practice assert the importance of properly defining roles, responsibilities, and risk allocations in the early planning phases (in the Project Procedures Manual and/or Project Management Plan).

The CM's role includes advising the owner of risks associated with the chosen approach. The CM should use the PPM (or the procedures already established) to inform the owner that omitting design professional services during construction (submittals review, RFI responses, inspections) increases the owner's exposure to errors, claims, and omissions.

Choosing option A means referring back to the formal procedures already agreed upon, educating the client about added risks, and working collaboratively to preserve necessary design-phase involvement. Option B would be insubordinate to the client's direction, C is naively optimistic (design documents are rarely perfect), and D is too passive-it doesn't confront the risk issue effectively. Thus, reviewing the PPM and discussing the risks with the client is the proper CM response.

NEW QUESTION # 49

Float, date, and duration are examples of

- A. schedule elements.
- B. logic elements.
- C. **schedule parameters.**
- D. constraints.

Answer: C

Explanation:

According to the CMAA Construction Management Standards of Practice (SOP) under Chapter 4 - Time Management, "schedule parameters" are quantitative data or attributes that define and control the time-based characteristics of project activities.

CMAA identifies parameters such as:

Dates (start and finish)

Durations (planned time to perform an activity)

Float or slack (available time flexibility within the schedule)

These are fundamental "parameters" because they define measurable scheduling characteristics rather than structural logic or relationships. In contrast, "logic elements" refer to the dependencies between activities, and "constraints" impose limitations or conditions (such as "must finish by" or "start no earlier than").

Therefore, float, date, and duration are examples of schedule parameters.

References (CMAA Documents):

CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 4 - Time Management, Section: "Scheduling Fundamentals." CMAA CM Study Guide, Time Management Domain, Objective 4.2: "Identify schedule elements and parameters."

NEW QUESTION # 50

Which of the following would MOST likely help provide benchmarking for a sustainable project?

- A. Environmental Protection Agency
- B. Department of Transportation
- C. Housing and Urban Development
- D. **Energy Star program**

Answer: D

Explanation:

The CMAA Standards of Practice (Chapter 8 - Sustainability and Environmental Stewardship) identifies Energy Star as one of the leading benchmarking systems for evaluating energy performance and sustainability in buildings. The SOP describes:

"Benchmarking tools such as Energy Star and LEED provide measurable metrics for evaluating the energy efficiency and sustainability of a facility." The Energy Star program, administered by the U.S. Environmental Protection Agency, offers standardized methods to measure, track, and compare energy performance, making it the most directly relevant choice for sustainability benchmarking.

References (CMAA Construction Manager Documents / Study Guide):

CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 8 - Sustainability and Environmental Stewardship, Section "Sustainability Metrics and Benchmarking Tools." CMAA CM Study Guide, Sustainability Domain, Objective 8.1: "Identify benchmarking tools for measuring sustainability performance."

NEW QUESTION # 51

When applying Business Intelligence (also known as data mining) to manage large volumes of construction project data, the source data must

- A. **first exist in digital format.**

- B. first exist in hard copy format.
- C. include advanced algorithms.
- D. include outliers and missing data.

Answer: A

Explanation:

In the CMAA Emerging Technologies Committee white paper "Explorations in Data Mining", CMAA states that the term source data in the context of business intelligence and data mining refers to digitized elements. It explains:

"Raw data exists in myriad forms. ... The first requirement of data mining, then, is to digitize that information. ... For the purposes of this white paper, the term 'source data' refers solely to digitized elements." Thus, before data mining or BI tools can operate effectively, the original project data (which may initially exist in paper, drawings, or other analog forms) must be converted into a machine-readable, electronic format.

Only digital data can be processed, queried, normalized, correlated, and analyzed by algorithms in a BI system.

NEW QUESTION # 52

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