Preparation Guide
Materiel Management Knowledge Exam — Level I

Information and Sample Test Questions

Overview
The Materiel Management Knowledge Exam — Level I is used to assess federal employees who are seeking to become Certified Federal Materiel Management Specialists (CFSMM) under the Treasury Board of Canada Secretariat’s Professional Development and Certification Program. Candidates are eligible to take the exam once their application for certification has been approved, that is, once they have successfully completed both a Record of Learning and a Candidate Achievement Record. Information about the Professional Development and Certification Program and the certification process is available at the following Web addresses:


The exam contains a total of 101 multiple-choice questions on the four phases of life cycle asset management:

Phase One: Assessment and Planning
Phase Two: Acquisition
Phase Three: Operations, Use and Maintenance
Phase Four: Disposal

The majority of the questions (55%) cover Phases 3 and 4 while the remaining questions (45%) cover Phases 1 and 2.

Examination questions were written and reviewed by your peers under the guidance of the Personnel Psychology Centre of the Public Service Commission. After an extensive pilot examination process was conducted across the country, the exam questions and format were reviewed and approved by the Continuous Learning Working Group and the Professional Development Advisory Committee.

For each question, you will select your answer from among five answer choices. You will indicate your choice by making a pencil mark that completely fills the circle corresponding to your choice in the answer sheet. You will darken ONLY ONE circle for each question. Any other way of answering will be scored as incorrect. If you wish to change an answer, you must erase your first mark completely and then record your new choice.

Your score will correspond to the total number of correct answers. You are advised to try to answer all of the questions, and not to spend too much time on a difficult question. You should guess when you are not sure of an answer, as no points are deducted for incorrect answers. To increase your chances of choosing the correct answer, eliminate the choices that you know are wrong before guessing.

You will have two hours and thirty minutes to complete the exam. Including administrative time, a test session will take approximately three hours.
Study Tips

1. Review the knowledge requirements for all of the Level I materiel management competencies, listed in Appendix A of CGSB-192.1-2005, *Competencies of the Federal Government Procurement, Materiel Management and Real Property Community*, available at the following Web address:


2. Review the course training materials and desktop reference tools provided as part of your training. A comprehensive list of the training requirements is available at the following Web address:


3. Try the sample questions on page 3. Although these questions are not necessarily of the same difficulty as the questions in the actual exam, they should give you an idea of what to expect.

**Strategies for Exam Success**

1. Maintain a positive attitude (confidence). The certification exam is a way to demonstrate your knowledge while obtaining professional recognition. You have met the eligibility requirements (i.e. education and experience), and now is the opportunity to demonstrate your knowledge.
2. Get a good night’s sleep and eat a nourishing breakfast. (Your brain needs rest and nutrients to perform optimally.)
3. Arrive early to become comfortable in the exam room.
4. Immediately identify to the proctor any inappropriate conditions in the room.
5. At the beginning of the session, quickly scan the exam.
6. Compartmentalize the questions into manageable blocks of time.
7. Read all the procedural directions and exam questions carefully.
8. Answer the easier questions first.
9. Do not spend too much time on a difficult question.
10. Identify questions that you are unsure about and return to them later.
11. Eliminate any incorrect answer choices that you know are wrong.

**Additional Information**

If you have a disability that could impede your test performance, be sure to notify the test administrators well in advance of being tested to ensure that you are provided the necessary accommodations.

Bring your photo ID card and your Personal Record Identifier (PRI).

Arrive at least 15 minutes before the start of the exam. You will not be allowed into the room after the test has begun.

Budget your time. Be sure to pace yourself so that you can finish the exam. If you finish early, review your answers.

Pass the exam by correctly answering 75 out of 101 questions.

If you fail the exam, take the retest. If you do not pass the test, you will be able to try the exam again
once the required waiting period has elapsed. The letter advising you of your results will inform you of the conditions that apply. Detailed information about retesting can be found in the following:

Certification Program Handbook - Level I, available at;  

Certification Application and Maintenance Handbook, available at;  

Do not ask to see your examination paper. Examination papers will not be returned to candidates following marking, nor are they made available to candidates for review following the marking process.

Sample Test Questions

1. Which of the following resources should be utilized to determine if products are dangerous, hazardous or controlled substances?

   1) Treasury Board Materiel Management Policy Suite  
   2) Canada Labour Code  
   3) Workplace Hazardous Materials Information Systems  
   4) Incoterms  
   5) Manufacturer’s sales literature

2. When can you accept a pair of tickets for a performance (e.g., a concert) valued at $150.00 from a supplier?

   1) After the contract has terminated  
   2) During the request for proposal  
   3) Once the contract has been signed  
   4) Before the department receives a proposal  
   5) None of the above

3. Which of the following services is not a mandatory common service under the Common Services Policy?

   1) Advertising  
   2) Legal services  
   3) Translation services  
   4) Public opinion survey  
   5) Direct disposal of moveable assets

4. As clients of optional services or other sources of procurement, federal departments assume a number of responsibilities. Which of the following statements is not one of these responsibilities?

   1) Making sound business decisions how to acquire goods and services, whether from Common Service Organizations or other sources of supply  
   2) Protecting business interests by purchasing products to favour a given region  
   3) Acquiring services while maintaining a high regard for timeliness, efficiency, effectiveness, prudence, honesty, and value for money  
   4) Considering the effect of the service on the public as well as accessibility, and developing guidelines and criteria where appropriate  
   5) Adhering to applicable legislation and Treasury Board policies when contracting with the private sector
5. All of the following statements are contained in the Code of Conduct for Procurement except:

1) Procurement processes are conducted in a manner consistent with openness, fairness, and transparency
2) Public servants must arrange their private affairs in a manner that will promote conflicts of interest between their private interests and their public duties
3) Public servants must adhere to the laws, regulations and policies established by the government when defining requirements and evaluating bids when acquiring goods, services or construction services
4) Public Servants commit to uphold the democratic, professional, ethical and people values of the Values and Ethics Code of the Public Service
5) Public servants connected with the collection, management or disbursement of public money are required to report in writing to a superior officer any knowledge or information related to the contravention of the Financial Administration Act or the regulations of any revenue law

6. Which of the following restrictions apply to the use of an acquisition card?

1) Only the person whose name appears on the card may use it
2) The card must not be used for vehicle operating and maintenance expenses
3) The card must not be used after the expiry date indicated on the card
4) All of the above
5) a) and c)

7. Which of the following activities is not a common service?

1) Surplus assets disposal
2) Advertising
3) Gratuitous transfers
4) Vehicle procurement
5) Archive document retention

8. Deputy Heads are responsible for ensuring that a materiel management information system is in place that meets all of the following except:

1) Is integrated with the departmental contract disclosure information system
2) Enables the collection and generation of complete and accurate data on materiel asset holdings
3) Is integrated with program objectives and the Management Resources and Results structure of the Department
4) Incorporates a risk-based stock taking schedule
5) Supports timely, informed materiel management decisions

9. What is the primary purpose of WHMIS?

1) To provide labels that identifies hazardous materials
2) To provide for voluntary labelling of hazardous materials
3) To provide Material Safety Data sheets (MSDS) that contain further information
4) a) and b)
5) All of the above

10. Which department or agency is primarily responsible for disposing of the federal government’s surplus moveable assets?

1) Treasury Board Secretariat (TBS)
2) Canada Revenue Agency (CRA)
3) Correctional Service Canada (CSC)
4) Public Works and Government Services Canada (PWGSC)
5) Canada Mortgage and Housing Corporation (CMHC)

11. Which of the following assets can a Minister sell without using the services of Crown Assets Distribution Directorate or a Crown Assets Distribution Centre?

1) Goods located at remote sites in Canada
2) Boats or Vessels
3) Goods located outside Canada
4) Livestock
5) a) and c)

Answer Key

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