FREE RBT STUDY SHEET · 2026 EXAM

Documentation and Reporting Practice Questions for RBTs

Accurate documentation protects clients and supports every decision a team makes. This set covers the documentation domain of the task list: writing objective session notes, recording data as it happens, reporting incidents, and communicating concerns to the supervisor. Many items present a note or a data sheet and ask you to find the error, such as subjective language, a missing date, or a summary that does not match the raw data. Read the wording closely, because the best answer is usually the most specific and observable one. The questions reward notes that another professional could read and act on without needing to ask what was meant.

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Practice questions

Answer every question before you look at the key, then check yourself on the next pages.

1. A note must describe that Omar cried continuously for 95 seconds when the tablet was removed. Which approach should the RBT follow?

A Report the measured result and its timing, then name the function the behavior most likely served.

B Use general terms such as 'often' or 'a lot' so that the note stays short and easy to read.

C Report what was seen and measured, when it happened, and what was done, using neutral terms.

D Include the RBT's personal reaction to the event so the supervisor understands how it went.

2. The client's performance changed in a session where school dismissed two hours early. How should this be handled?

A Keep the detail in a personal notebook, since the official record is meant for program data.

B Promptly mention it to the next RBT on the case, who can decide whether the supervisor needs it.

C Hold the detail for the monthly progress summary, when all variables are reviewed together.

D Add a factual description of the variable to the official record and flag it for the supervisor promptly.

3. Between sessions, the RBT is told that a caregiver asks whether the session time can change next week. Which response best fits the RBT's role?

A Talk it over with a fellow RBT first to decide together whether the supervisor needs to hear it.

B Act on the input right away on the supervisor's behalf, then let the supervisor know afterward.

C Ask the person to contact the supervisor directly, since passing on team input is outside the RBT's role.

D Let the person know the input will be passed on, then tell the supervisor about it without delay.

4. Which session note is most objective?

A "Ava seemed lazy today"

B "Ava disliked math today"

C "Ava left seat four times"

D "Ava wanted staff attention"

5. Which response is most appropriate when a procedure produces a reaction that is not described in the plan?

- **A** Wait for the supervisor to spot the issue in the data, since supervisors review data sheets regularly.
- **B** Promptly email the whole team for suggestions, then use whichever one most of the team agrees with.
- **C** Stop the part in question, follow safety steps, record what happened, and tell the supervisor right away.
- **D** Keep running the procedure as currently understood and practice it more during sessions until it feels right.

6. Which session note entry is most objective?

- **A** Mina was manipulative today
- **B** Mina wanted attention again
- **C** Mina had a bad day there
- **D** Mina hit the table twice

7. A coworker asks an RBT to write "great session" even though the learner slept for most of the visit. What should the RBT write?

- **A** Objective session events
- **B** Coworker's preferred phrase
- **C** Only the planned goals
- **D** Positive summary without data

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8. During assessment prep, the teaching sheet says to score an independent response only after no prompt, but the graph key says to score any correct response. What should the applicant do before scoring trials?

- **A** Choose the rule with fewer marks
- **B** Ask a caregiver which rule fits
- **C** Finish every trial and explain later
- **D** Pause and get clinical direction

9. During a role-play, the assessor asks which session-note sentence is objective for a transition that lasted two minutes. Which sentence best fits?

- **A** Maya was upset and stubborn at transition
- **B** Maya hated the schedule change today
- **C** Maya cried for two minutes after transition
- **D** Maya refused because staff rushed her

10. A teacher says the learner seems tired and asks the RBT to reduce all goals. What should the RBT do with that concern?

- **A** Tell the supervisor
- **B** Change daily goals
- **C** Delete hard trials
- **D** Promise better outcomes

11. A teacher says transitions became harder after the class schedule changed and asks whether the BCBA can review it. What should the RBT do?

- **A** Change the transition goal
- **B** Relay the concern promptly
- **C** Stop collecting transition data
- **D** Promise schedule improvement

12. A new behavior appears that is not defined in the plan, and staff are unsure how to record it. What should the RBT prioritize?

- **A** Ignore until review day
- **B** Make a private code
- **C** Seek supervisor direction
- **D** Remove the behavior plan

13. A caregiver reports a new medication before session, and the learner appears unusually tired. What documentation is best?

- **A** Caregiver reported new medication
- **B** The medication caused fatigue today
- **C** The learner regressed today
- **D** Medication should be stopped

14. Ravi passed the exam and is waiting for his new clinic's BACB portal listing. A scheduler assigns him to start an RBT session tomorrow even though no qualified supervisor is listed yet. What should Ravi do first?

- **A** Ask the supervisor before the session
- **B** Start because the exam result is enough
- **C** Tell the family the listing will update later
- **D** Use last month's supervision note instead

15. A supervisor asks the RBT to record caregiver comments about sleep changes after a long weekend. Which task fits best?

- **A** Prompt fading step
- **B** Preference assessment
- **C** Reporting variables
- **D** Shaping procedure

Answer key and explanations

1. Correct answer: C · Report what was seen and measured, when it happened, and what was done, using neutral terms.

Session documentation should be objective, accurate, and compliant with legal, regulatory, and workplace requirements. Observable descriptions and data replace labels, motives, omissions, or copied boilerplate. If another trained observer could not verify the wording, make it more objective.

Task: E.4

2. Correct answer: D · Add a factual description of the variable to the official record and flag it for the supervisor promptly.

Illness, medication, schedule, setting, staffing, and material changes can affect progress. The RBT records observable facts and reports them without diagnosing or discarding valid data. Keep the entry to the details needed to interpret the session, which also protects client confidentiality. Record the context, keep valid data, and avoid causal claims outside your role.

Task: E.3

3. Correct answer: D · Let the person know the input will be passed on, then tell the supervisor about it without delay.

RBTs communicate intervention-team concerns and suggestions to their supervisor in a timely way. They do not independently redesign treatment or filter out information based on their own clinical judgment. Relay team input; do not independently turn it into a treatment change.

Task: E.1

4. Correct answer: C · "Ava left seat four times"

The note reports an observable count.

Task: E.4

5. Correct answer: C · Stop the part in question, follow safety steps, record what happened, and tell the supervisor right away.

When training, data, or procedural concerns arise, the RBT seeks and prioritizes timely clinical direction. Safety and the written plan guide what can continue while clarification is obtained. When a task is beyond the RBT's training or competence, the supervisor should hear about it right away, and that conversation should be documented. Uncertainty is a signal to seek timely direction, not to improvise or conceal.

Task: E.2

6. Correct answer: D · Mina hit the table twice

The note states the behavior and count in observable terms.

Task: E.4

7. Correct answer: A · Objective session events

Session documentation should accurately describe what occurred.

Task: E.4

8. Correct answer: D · Pause and get clinical direction

TCO E.2 covers timely clinical direction for training needs and data irregularities, and Code 2.0 standard 2.06 directs service questions to the supervisor.

Task: E.2

9. Correct answer: C · Maya cried for two minutes after transition

TCO E.4 requires objective communication about what occurred, and Code 2.0 standard 2.02 requires accurate documentation.

Task: E.4

10. Correct answer: A · Tell the supervisor

Team concerns should be communicated to the supervisor promptly.

Task: E.1

11. Correct answer: B · Relay the concern promptly

Intervention-team concerns should be communicated to the supervisor in a timely manner.

Task: E.1

12. Correct answer: C · Seek supervisor direction

The RBT should seek timely supervisor guidance.

Task: E.2

13. Correct answer: A · Caregiver reported new medication

Report relevant variables in objective, timely language.

Task: E.3

14. Correct answer: A · Ask the supervisor before the session

E.2 includes timely supervisor direction and chain of command when service status is unclear.

Task: E.2

15. Correct answer: C · Reporting variables

Sleep changes are variables that may affect progress.

Task: E.3

Study tips

- Write notes with observable facts: what the learner did, when, and what happened next.
- Avoid judgments such as 'bad day' or 'rude' unless the notes also describe the observed behavior.
- Record data at the time of the event, not from memory later in the day.
- Report concerns to the supervisor promptly and in writing when the plan requires it.

FAQ

What makes a session note objective?

An objective note describes observable behavior, the context, and the consequence, without the RBT's opinion or interpretation.

When should a data sheet be completed?

Data should be recorded during or immediately after the observation, following the defined procedure, so that the record is accurate.

What if I notice something outside my training while writing notes?

Report it to your supervisor rather than guessing or acting on it alone. Documentation should state what was observed and what was reported.

Turn this sheet into a real exam rehearsal

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