

New york notary exam practice test Handbook

New York Notary Exam Practice Test

Preparing for the New York notary exam can feel overwhelming, especially if you're uncertain about the types of questions you'll face or the exam format. To help streamline your study process and boost your confidence, utilizing a comprehensive New York notary exam practice test is essential. This guide provides in-depth insights into what to expect, how to prepare effectively, and how practice tests can make a significant difference in your exam success.

Understanding the New York Notary Exam

Before diving into practice tests, it's crucial to understand the structure and content of the New York notary exam. The exam is designed to assess your knowledge of notary laws, duties, and ethical responsibilities.

Exam Format and Structure

- Number of Questions: Typically, the exam consists of 30 multiple-choice questions.
- Time Limit: You are usually given 45 minutes to complete the exam.
- Passing Score: A minimum of 70% correct answers is generally required to pass.
- Content Areas Covered:
 - Notary laws and regulations
 - Proper execution of notarizations
 - Record-keeping requirements
 - Ethical considerations and prohibited practices
 - Understanding of the NY Notary Public License Law

Why Practice Tests Are Essential

Practice tests serve as a simulation of the actual exam, providing several benefits:

- Familiarity with the question format
- Identification of weak areas
- Improved time management skills
- Increased confidence on exam day

How to Find Quality New York Notary Exam Practice Tests

Selecting the right practice test is vital for effective preparation. Here are some tips to identify reliable resources:

Sources of Practice Tests

- **Official State Resources:** The New York Department of State provides sample questions and study guides.
- **Commercial Study Guides:** Many educational companies offer practice exams tailored to the NY notary exam.
- **Online Practice Platforms:** Interactive quiz websites and apps often feature timed tests and instant feedback.
- **Notary Training Courses:** Many courses include practice exams as part of their curriculum.

Evaluating Practice Tests

When choosing a practice test, ensure it:

- Reflects the current laws and regulations (check release date)
- Mimics the actual exam format
- Provides detailed explanations for answers
- Offers performance tracking to identify weak areas

Sample Questions for Your New York Notary Practice Test

To give you a sense of what to expect, here are some sample questions similar to those found on the actual exam:

Question 1

What is the maximum fee a New York notary public can charge for notarizing a signature?

- a) \$2
- b) \$5
- c) \$10

d) \$15

Answer: b) \$5

Question 2

Which of the following is NOT a duty of a New York notary public?

a) Administer oaths and affirmations

b) Certify copies of documents

c) Provide legal advice

d) Witness signatures on documents

Answer: c) Provide legal advice

Question 3

Under New York law, a notary public must keep a journal of all notarizations. Which of the following information is NOT required to be recorded?

a) Date and time of notarization

b) Description of the document

c) Payment received

d) Signatures of the parties involved

Answer: c) Payment received

Strategies for Effective Practice Test Preparation

Maximizing the benefits of practice tests involves more than just taking them; it requires strategic preparation and review.

1. Regular Practice Sessions

- Schedule consistent practice tests, ideally weekly.
- Mimic exam conditions: timed and in a quiet environment.

2. Review and Analyze Results

- Review incorrect answers carefully.
- Understand the reasoning behind correct answers.
- Make notes of recurring mistakes to focus your study.

3. Focus on Weak Areas

- Use practice tests to identify topics where you struggle.
- Supplement with targeted study materials on these topics.

4. Use Multiple Resources

- Combine official sample questions with third-party practice exams.
- Engage with interactive quizzes for varied question styles.

5. Keep Up-to-Date with Laws

- Laws and regulations may change; ensure your practice questions reflect the latest standards.
- Regularly review updates from the New York Department of State.

Additional Tips for Passing the New York Notary Exam

- Read Questions Carefully: Avoid rushing; understand what is being asked before answering.
- Manage Your Time: Allocate about 1-2 minutes per question.
- Stay Calm and Focused: Stress can impair your ability to recall information.
- Use Study Guides: Complement practice tests with comprehensive study guides covering all exam topics.
- Attend Preparation Courses: If possible, enroll in a notary training course for structured learning.

Conclusion: Your Path to Becoming a Notary Public in New York

Achieving success on the New York notary exam requires diligent preparation, a thorough

understanding of the law, and consistent practice. Incorporating a high-quality New York notary exam practice test into your study regimen can make all the difference. It helps you familiarize yourself with the exam format, identify areas for improvement, and build the confidence needed to pass on your first attempt. Remember, preparation is the key?combine practice tests with solid study habits, stay updated on legal requirements, and approach the exam with confidence. Good luck on your journey to becoming a licensed notary public in New York!

Meta Description: Prepare effectively for the New York notary exam with comprehensive practice tests. Discover tips, sample questions, and strategies to pass on your first attempt.

New York Notary Exam Practice Test: Your Ultimate Guide to Success

Preparing for the New York Notary Exam Practice Test can seem daunting at first glance, but with the right approach and resources, you can confidently navigate the exam and achieve your certification goals. Whether you're a first-time applicant or seeking renewal, understanding the exam's structure, practicing effectively, and knowing what to expect are essential steps toward becoming a licensed notary public in New York. This comprehensive guide aims to provide you with key insights, practical tips, and valuable practice strategies to help you excel on your exam day.

Understanding the New York Notary Exam

Before diving into practice tests, it's crucial to understand what the New York Notary Exam entails. The exam is designed to assess your knowledge of notarial laws, duties, and ethical responsibilities specific to New York State.

Who Needs to Take the Exam?

- First-time applicants for a notary public commission.
- Individuals seeking to renew their existing commission, if required.
- Any applicant wishing to ensure they are well-prepared with current laws and best practices.

Exam Format & Content

The New York Notary Exam typically consists of multiple-choice questions covering key areas such as:

- Notary Law and Ethics
- Duties and Responsibilities
- Notarial Acts (such as acknowledgments and jurats)

- Recordkeeping and Official Records
- Prohibited Acts and Penalties
- New York State Notary Laws and Regulations

The exam usually comprises 30 questions, and a passing score is generally 80% or higher.

Why Use a Practice Test for Your Preparation?

Practice tests serve as invaluable tools for exam readiness, providing numerous benefits:

- Familiarity with Exam Format: Reduces anxiety by simulating real test conditions.
- Identifying Knowledge Gaps: Highlights areas where you need additional review.
- Time Management: Helps you practice pacing to complete all questions within the allotted time.
- Boosting Confidence: Builds self-assurance through repeated exposure to question types.

Crafting an Effective Study and Practice Plan

A well-structured approach maximizes your chances of passing the New York Notary Exam.

Step 1: Review State Laws and Regulations

Start with the official New York Notary Public License Law and Regulations, which outline the duties, limitations, and ethical standards. Key resources include:

- New York State Department of State website
- Notary Public Handbook
- Recent updates or amendments to laws

Step 2: Study Core Topics Thoroughly

Focus on understanding:

- Notary public qualification requirements
- Proper procedures for notarizations
- Recordkeeping obligations
- Common mistakes and illegal acts
- Disciplinary procedures and penalties

Step 3: Take Multiple Practice Tests

Simulate exam conditions by timing yourself and answering questions without assistance. Use a variety of practice tests, including:

- Official practice questions from the New York Department of State
- Third-party practice exams available online
- Practice questions in notary preparation books

Step 4: Review Incorrect Answers

Analyzing your mistakes is critical. Understand why certain answers are wrong and review the relevant laws or procedures to reinforce your knowledge.

Sample Practice Questions and Explanations

Below are sample questions modeled after what you might encounter on the exam, along with explanations to help you understand the correct choices.

Question 1: Which of the following actions is NOT permitted for a New York notary public?

- A) Administering oaths and affirmations
- B) Drafting legal documents for clients
- C) Certifying copies of records
- D) Taking acknowledgments

Answer: B) Drafting legal documents for clients

Explanation: Notaries are generally prohibited from practicing law, including drafting legal documents, unless they are licensed attorneys. Their role is to authenticate signatures and perform certain acts, not to provide legal advice or draft documents.

Question 2: Which of the following is a requirement to become a New York notary public?

- A) Must be at least 21 years old
- B) Must be a resident of New York State

C) Must have a valid driver's license

D) Must have prior legal experience

Answer: B) Must be a resident of New York State (or have a principal place of business in NY)

Explanation: To qualify, an applicant must be at least 18 years old and either reside in New York or have a principal place of business there. Prior legal experience or a driver's license are not prerequisites.

Question 3: How long is a New York notary public's commission valid?

A) 2 years

B) 4 years

C) 6 years

D) 10 years

Answer: C) 6 years

Explanation: The standard term for a New York notary public's commission is six years from the date of appointment.

Tips for Acing the New York Notary Exam Practice Test

- Read each question carefully: Pay attention to keywords such as "not," "except," or "most likely."
- Eliminate obviously incorrect options: Narrow the choices to improve your chances.
- Manage your time: Allocate a specific amount of time per question (about 2 minutes) to ensure you can complete the test.
- Use process of elimination: Even if unsure, ruling out incorrect answers increases your odds.
- Stay updated on laws: Laws can change; ensure your study materials reflect current regulations.

Resources for Practice Tests and Study Materials

- Official NY Department of State Website: Offers practice questions and study guides.
- Notary Public Handbook: The official handbook provides comprehensive information.

- Online Practice Tests: Websites like NotaryExam.com, NotaryClass.com, and others offer timed practice exams.
- Notary Prep Courses: Many providers offer courses that include practice tests and review sessions.

Final Thoughts: Your Path to Notary Certification

Passing the New York Notary Exam Practice Test is a vital step toward becoming a commissioned notary public. Success relies on understanding the exam format, diligent study, and consistent practice. Remember, practice tests are not just about memorization—they help you internalize procedures, laws, and ethical standards that form the foundation of your notarial duties.

By following the structured plan outlined in this guide, utilizing available resources, and dedicating time to practice, you'll build the confidence needed to succeed. Becoming a notary public in New York opens up professional opportunities and allows you to serve your community with integrity and confidence.

Good luck on your journey to becoming a licensed New York notary public!

Question What topics are typically covered in the New York Notary Exam Practice Test? The practice test usually covers topics such as notarization procedures, New York notary laws, acknowledgment and jurat requirements, proper use of seals and stamps, record keeping, and ethical responsibilities of notaries. **Answer** How can I effectively prepare for the New York Notary Exam Practice Test? Effective preparation involves studying the New York Notary Public License Law and Rules, taking practice exams to familiarize yourself with question formats, reviewing sample questions, and understanding the legal obligations of notaries in New York. Are practice tests available online for the New York Notary Exam? Yes, numerous online resources provide practice tests, sample questions, and study guides to help candidates prepare for the New York Notary Exam effectively. What is the passing score for the New York Notary Exam Practice Test? The passing score for the New York Notary Exam is typically 70%, but candidates should check the latest requirements from the New York Department of State as they may be updated. How many questions are usually on the New York Notary Exam Practice Test? The exam generally consists of around 30 to 50 multiple-choice questions, but candidates should verify the current exam format as it can vary. Can I retake the New York Notary Exam if I fail the practice test? Yes, you can retake the exam if you do not pass, but it's recommended to review the areas where you struggled and utilize additional practice tests before retaking. Why is practicing with sample questions important before taking the New York Notary Exam? Practicing with sample questions helps familiarize you with the exam format, improves time management, identifies areas needing improvement, and increases your confidence to pass the actual exam.

Related keywords: New York notary exam, notary public practice test, NY notary exam prep, New

York notary test questions, NY notary exam study guide, notary exam sample questions, New York notary certification, NY notary test tips, notary exam quiz, NY notary licensing exam

microsoft test manager tutorial

Microsoft Test Manager Tutorial: A Comprehensive Guide to Efficient Test Management

In the world of software development, ensuring the quality and reliability of your applications is paramount. Microsoft Test Manager (MTM) is a powerful tool designed to streamline the testing process, enabling teams to plan, execute, and track testing efforts with ease. Whether you're a beginner or looking to enhance your testing workflows, this **Microsoft Test Manager tutorial** will provide you with a step-by-step guide to harnessing MTM's full potential for your projects.

Understanding Microsoft Test Manager

Before diving into the tutorial, it's essential to grasp what Microsoft Test Manager is and how it integrates into the broader Visual Studio ecosystem.

What is Microsoft Test Manager?

Microsoft Test Manager is a test management tool integrated with Visual Studio Team Services (VSTS) and Azure DevOps. It provides an intuitive interface for managing test plans, creating and executing test cases, and tracking testing progress. MTM supports both manual and exploratory testing, making it versatile for various testing scenarios.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Execute manual tests and record results efficiently.
- Test Tracking: Monitor testing progress and generate detailed reports.
- Exploratory Testing: Conduct ad-hoc testing sessions with session-based testing capabilities.
- Integration: Seamlessly connects with Azure DevOps for continuous testing workflows.

Setting Up Microsoft Test Manager

Getting started with MTM involves installing and configuring the tool for your environment.

Prerequisites

- Visual Studio Enterprise or Professional edition (with test management features).
- Azure DevOps account or TFS (Team Foundation Server) setup.
- Appropriate permissions to access test management features.

Installing Microsoft Test Manager

- Download the Visual Studio Installer from the official Microsoft website.
- Choose the edition that includes testing tools (e.g., Visual Studio Enterprise).
- During installation, select the "Testing Tools" workload to install MTM.
- Complete the installation and launch Visual Studio.
- Connect to your Azure DevOps project or TFS server within Visual Studio.

Creating and Managing Test Plans

A well-structured test plan is the foundation of successful testing. MTM simplifies organizing your testing efforts through test plans and suites.

Creating a Test Plan

- Open Microsoft Test Manager from Visual Studio or the Azure DevOps portal.
- Navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, description, and start/end dates.
- Associate the test plan with a specific build or release if needed.
- Save the test plan to begin adding test cases.

Organizing Test Suites

Test suites help categorize test cases based on features, modules, or testing strategies.

- **Static Test Suites:** Manually organize test cases into logical groups.
- **Requirement-Based Test Suites:** Link test cases to specific requirements or user stories.
- **Query-Based Test Suites:** Dynamically generate test cases based on queries.

Adding Test Cases

- Within your test suite, click "New Test Case" or import existing cases.
- Define the test case steps, expected results, and associated requirements.
- Assign priority, owner, and other metadata to facilitate management.
- Save the test case to include it in your suite.

Executing Tests with Microsoft Test Manager

Once your test cases are organized, the next step is executing tests and recording results.

Manual Test Execution

- Open the test plan and select the test suite to execute.
- Click "Run" on the test case you wish to execute.
- Follow the test steps as documented, marking each step as "Passed" or "Failed."
- If a test fails, record detailed bug information directly from the test runner.
- Complete the test run, and the results will be saved automatically.

Using Action Recording and Data Collection

MTM allows capturing detailed logs and screenshots during test execution, aiding in defect analysis and reproducibility.

Exploratory Testing

For ad-hoc testing, MTM offers session-based testing:

- Schedule a testing session with session details.
- Conduct testing while documenting observations and findings.
- Record bugs and issues discovered during the session.

Tracking and Reporting Testing Progress

Effective test management requires insight into testing status and quality metrics.

Monitoring Test Results

- Navigate to the "Test Results" section in MTM or Azure DevOps.
- Review individual test case outcomes and overall progress.

- Filter results by tester, status, or test plan for detailed analysis.

Generating Reports

MTM provides various built-in reports to visualize testing status:

- Test Results Summary
- Test Case Progress and Trends
- Bugs and Defects Reports

Integrating with Bug Tracking

During testing, bugs can be logged directly from MTM, linked to specific failed test cases, ensuring traceability and quick resolution.

Advanced Tips and Best Practices

Maximize your testing efficiency with these expert tips:

Automate Repetitive Tests

Integrate MTM with automated testing frameworks like MSTest, NUnit, or Selenium to run automated tests alongside manual efforts.

Maintain Test Cases Regularly

Keep your test cases updated with application changes to ensure relevance and accuracy.

Use Tags and Filters

Leverage tags and filters to quickly locate and execute specific test cases based on criteria like priority, feature, or owner.

Collaborate Effectively

Encourage team collaboration by sharing test plans and results, and conducting regular review meetings to discuss testing progress.

Conclusion

Microsoft Test Manager is an essential tool for teams aiming to implement structured and efficient testing workflows. From creating comprehensive test plans and organizing test suites to executing tests and tracking outcomes, MTM provides a centralized platform that enhances test visibility and quality assurance. By following this **Microsoft Test Manager tutorial**, you can streamline your testing process, improve defect detection, and deliver higher-quality software products. Remember to stay updated with the latest features and best practices to maximize your testing success with MTM.

Microsoft Test Manager tutorial: A Comprehensive Guide to Streamlining Your Testing Process

Microsoft Test Manager (MTM) is a powerful tool integrated within the Azure DevOps suite, designed to facilitate efficient test planning, management, and execution. Whether you are a QA professional, a developer, or a project manager, mastering MTM can significantly enhance your testing workflows, improve defect detection rates, and ensure higher quality software releases. This tutorial aims to provide an in-depth overview of Microsoft Test Manager, guiding you through its features, setup, best practices, and real-world applications.

Introduction to Microsoft Test Manager

Microsoft Test Manager is a dedicated testing management environment that helps teams plan, execute, and track testing activities seamlessly. Originally part of Visual Studio Test Professional, MTM is now integrated within Azure DevOps, offering a unified platform for Agile testing, exploratory testing, and manual test case management.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Run manual tests, record results, and capture screenshots.
- Test Management: Track defects, manage test configurations, and generate reports.
- Integration: Seamlessly connect with Azure DevOps for continuous integration and automated testing workflows.
- Exploratory Testing: Record exploratory sessions with detailed notes and recordings.

Setting Up Microsoft Test Manager

Before diving into testing, proper setup of MTM is essential.

Prerequisites

- A valid Azure DevOps account with appropriate permissions.
- Installed Visual Studio Test Professional or access via Azure DevOps.
- Access to a test environment or lab machines.

Installation and Configuration

- Download and Install: Download Microsoft Test Manager from the Visual Studio downloads page or via Azure DevOps.
- Connect to Azure DevOps: Launch MTM and connect it to your Azure DevOps project by signing in with your credentials.
- Configure Test Environments: Set up test machines, configurations, and network environments to align with your testing needs.

Tips for Effective Setup

- Organize your test plans hierarchically for easier management.
- Maintain a clear mapping between test environments and real-world configurations.
- Regularly update test artifacts to ensure they reflect current application versions.

Creating and Managing Test Plans

Test planning is the foundation of effective testing.

Creating a Test Plan

- In MTM, navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, start/end dates, and any relevant details.
- Assign ownership and stakeholders.

Organizing Test Suites

- Static Test Suites: Manually added test cases grouped logically.
- Requirement-based Suites: Linked to user stories or requirements for traceability.
- Query-based Suites: Dynamic grouping based on queries.

Best Practices

- Break down large test plans into smaller, manageable suites.
- Link test cases to user stories or bugs for better traceability.
- Regularly review and update test plans to reflect current project scope.

Designing and Managing Test Cases

Creating effective test cases is critical to uncovering defects early.

Writing Test Cases

- Clear, concise steps with expected results.
- Use descriptive titles and tags for easy filtering.
- Include preconditions and postconditions.

Reusing Test Cases

- Modularize test steps for reuse across different test cases.
- Attach relevant documentation, screenshots, or scripts.

Organizing Test Cases

- Group related test cases into shared test suites.
- Use labels and tags for categorization.

Tips for Effective Test Cases

- Prioritize test cases based on risk and impact.
- Keep test cases up-to-date with application changes.
- Incorporate exploratory testing notes within test cases or as separate sessions.

Test Execution and Result Recording

Executing tests efficiently and accurately recording results is vital.

Running Manual Tests

- Select a test case from your test suite.
- Follow each step, observing the actual behavior.
- Record outcomes: Passed, Failed, Blocked, or Not Applicable.
- Capture screenshots or record videos if needed.

Recording Defects

- Link defects directly to failed test cases.
- Provide detailed descriptions, steps to reproduce, and severity.
- Attach logs or screenshots to aid debugging.

Managing Test Runs

- Use test configurations to run multiple test cases under different environments.
- Schedule and assign test runs to team members.
- Monitor real-time progress and results.

Pros and Cons of Test Execution Features

Pros:

- Streamlined process for manual testing.
- Rich media capture for detailed documentation.
- Easy defect linkage and traceability.

Cons:

- Manual process can be time-consuming for large test suites.
- Limited automation capabilities within MTM itself.

Integrating Automated Testing with Microsoft Test Manager

While MTM excels at manual testing, integration with automated testing frameworks enhances overall efficiency.

Integration with Visual Studio Test Automation

- Use Visual Studio Test tools to develop automated test scripts.
- Link automated tests to test cases in MTM.
- Run automated tests as part of continuous integration pipelines.

Benefits of Integration

- Reduces manual effort.
- Ensures consistency between manual and automated testing.
- Facilitates comprehensive test coverage.

Limitations

- Setup can be complex for beginners.
- Requires scripting knowledge for automation.

Reporting and Tracking

Effective reporting provides insights into testing progress and quality metrics.

Built-in Reports

- Test Run Summary
- Test Results Trend
- Defect Status and Age
- Requirements Traceability Matrix

Custom Reports

- Use Azure DevOps Analytics or Power BI for tailored dashboards.
- Export data for external analysis.

Best Practices

- Regularly review reports to identify bottlenecks.
- Use metrics to prioritize testing efforts.
- Maintain up-to-date dashboards for stakeholder visibility.

Best Practices for Using Microsoft Test Manager

- Plan Early: Incorporate testing early in the development lifecycle.
- Maintain Test Artifacts: Keep test cases and plans updated with application changes.
- Leverage Linkages: Connect requirements, test cases, defects, and build versions.
- Automate Where Possible: Use automation to handle repetitive and regression testing.
- Collaborate: Engage team members through shared test plans and results.
- Review Regularly: Conduct test reviews and retrospectives for continuous improvement.

Common Challenges and How to Overcome Them

Challenge: Managing Large Test Suites

Solution: Break down into smaller, manageable suites; use query-based suites for dynamic grouping.

Challenge: Keeping Test Cases Up-to-date

Solution: Establish a review cycle aligned with development sprints; assign ownership.

Challenge: Integration Complexity

Solution: Invest in automation and continuous integration pipelines; use documentation and training.

Challenge: Limited Automation within MTM

Solution: Use external automation tools integrated with Azure DevOps, such as Selenium or Coded UI.

Conclusion

Microsoft Test Manager is a robust tool that, when used effectively, can significantly boost your testing efficiency, coverage, and traceability. Its comprehensive features for test planning, execution, defect management, and reporting make it indispensable for teams adopting Agile and DevOps practices. While there are challenges, especially around automation and managing large test repositories, with proper setup, training, and best practices, MTM can become a cornerstone of your software quality assurance process.

By following this tutorial, you should now have a clear understanding of how to leverage Microsoft Test Manager to streamline your testing operations, improve collaboration, and ultimately deliver

higher quality software to your users. Remember, continuous learning and adaptation are key to maximizing the benefits of MTM in your projects.

QuestionAnswer What are the main features of Microsoft Test Manager (MTM)? Microsoft Test Manager (MTM) provides features such as test planning, manual test execution, test case management, bug tracking integration, and collaboration tools to streamline the testing process within Visual Studio and Azure DevOps. How do I create and organize test plans in Microsoft Test Manager? In MTM, you can create test plans by navigating to the 'Test Plans' hub, clicking 'New Test Plan,' and defining its name and details. You can then add test suites and test cases to organize tests based on requirements, features, or test types for better management. Can I automate tests using Microsoft Test Manager, and how is it integrated with other tools? While MTM primarily supports manual testing, it integrates seamlessly with Visual Studio and Azure DevOps, enabling automation through test scripts and frameworks like MSTest, Selenium, or CodedUI. Automated tests can be linked to test cases for comprehensive test management. What are the best practices for using Microsoft Test Manager effectively? Best practices include maintaining detailed and reusable test cases, organizing tests into logical suites, utilizing shared steps for common actions, integrating with bug tracking, and regularly updating test plans based on project changes to ensure thorough testing coverage. Is Microsoft Test Manager suitable for Agile development environments? Yes, MTM is well-suited for Agile teams as it supports iterative testing, easy integration with Azure DevOps Agile tools, and flexible test planning, allowing teams to adapt testing activities to sprint cycles and continuous delivery workflows.

Related keywords: Microsoft Test Manager, TFS testing, test planning, test case management, automated testing, test execution, bug tracking, test lab management, test reporting, test automation tools

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