

Developing Cybersecurity Programs and Policies (Santos)
Chapter 2 Cybersecurity Policy Organization, Format, and Styles

1) Which of the following is *not* an example of a standard?

- A) Passwords must include at least one special character.
- B) Passwords must not include repeating characters.
- C) Pass phrases make good passwords.
- D) Passwords must not include the user's name.

Answer: C

2) Which of the following version numbers is an example of a major policy revision?

- A) 3.5
- B) 4.0
- C) 4.1
- D) 5.1

Answer: B

3) Which of the following version numbers would indicate a minor revision?

- A) IV
- B) 2.0
- C) 2.1
- D) 3.0

Answer: C

4) Where is the policy introduction located in a consolidated policy document?

- A) In a separate document
- B) Before the version control table
- C) At the beginning of the document
- D) After the version control table

Answer: D

5) What is the purpose of the administrative notations section of a policy?

- A) To refer the reader to additional information
- B) To explain terms, abbreviations, and acronyms used in the policy
- C) To provide the policy version number
- D) To provide information about policy exceptions

Answer: A

6) What is the purpose of the policy definition section?

- A) To provide information about policy exceptions
- B) To refer the reader to additional information
- C) To explain terms, abbreviations, and acronyms used in the policy
- D) To provide the policy version number

Answer: C

7) Which of the following statements about standards and guidelines is true?

- A) Standards are mandatory, whereas guidelines are not.
- B) Guidelines are mandatory, whereas standards are not.
- C) Both standards and guidelines are mandatory.
- D) Neither standards nor guidelines are mandatory.

Answer: A

8) Which of the following procedure formats is best suited when there is a decision-making process associated with a task?

- A) Simple Step
- B) Flowchart
- C) Hierarchical
- D) Graphic

Answer: B

9) Which of the following best describes a baseline?

- A) Specifications for implementation of a policy
- B) Instructions on how a policy is carried out
- C) Application of a standard to a specific category or grouping
- D) Teaching tools that help people conform to a policy

Answer: C

10) Which of the following best describes a procedure?

- A) Application of a standard to a specific category or grouping
- B) Instructions on how a policy is carried out
- C) Teaching tools that help people conform to a policy
- D) Specifications for implementation of a policy

Answer: B

11) Which of the following statements about policies and standards is true?

- A) Policies are mandatory, whereas standards are not.
- B) Standards are mandatory, whereas policies are not.
- C) Both policies and standards are mandatory.
- D) Neither policies nor standards are mandatory.

Answer: C

12) Which of the following is the topmost object in the policy hierarchy?

- A) Standards
- B) Baselines
- C) Procedures
- D) Guiding Principles

Answer: D

13) Which of the following is one of the ten plain language techniques for policy writing?

- A) Use passive voice.
- B) Include redundant pairs or modifiers.
- C) Use long sentences.
- D) Limit a paragraph to one subject.

Answer: D

14) Which of the following is *not* one of the plain language techniques for policy writing?

- A) Use active voice.
- B) Write short sentences.
- C) Use “shall” instead of “must.”
- D) Avoid double negatives.

Answer: C

15) What is the purpose of the policy exceptions section of a policy document?

- A) To acknowledge exclusions
- B) To track changes
- C) To convey intent
- D) To identify the topic

Answer: A

16) Which of the following refers to the relationship between a policy and its supporting documents?

- A) Policy format
- B) Policy hierarchy
- C) Policy audience
- D) Policy objectives

Answer: B

17) Which of the following identifies a policy by name and provides the reader with an overview of the policy topic or category?

- A) Policy heading
- B) Policy goal
- C) Policy objective
- D) Policy statement

Answer: A

18) Which of the following is best thought of as a high-level directive or strategic roadmap?

- A) Policy objective
- B) Policy heading
- C) Policy statement
- D) Policy goal

Answer: C

19) A(n) _____ or waiver process is required for exceptions identified after a policy has been authorized.

- A) administrative notation
- B) policy statement
- C) policy definition
- D) exemption

Answer: D

20) Where are the policy definitions located in a consolidated policy document?

- A) At the beginning of the document
- B) At the end of the document
- C) Just after the policy heading
- D) In a separate document

Answer: B