
ASSESSMENT INFORMATION PACKAGE – EXAM 710/720/725/730 CLERICAL BATTERY
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Preparing for the Examination

Read all the information in this package. Come to the test physically and mentally prepared. Get a good night's sleep.

On the day of the test, you will need to arrive at the testing center 15 minutes prior to the beginning of your appointment to allow time for the check-in process.

Be sure to leave yourself enough time for traffic, finding the test center location, parking, and getting to the exam room.

The assessment is designed to be taken without interruptions or breaks. Please be sure to take care of any personal needs before appointment check-in.

Please bring with you to the testing center:

- Government-issued Photo ID
- Assessment site Login ID and Password

If you are more than 15 minutes late for your assessment appointment, you will not be permitted to test.

What to Expect in the Exam Room

Upon arrival, you will be required to present one piece of state or U.S. Federal Government issued photo ID as specified in your appointment confirmation email. If you are a current USPS employee, you may bring your USPS ID badge.

You will not be permitted to take the assessment if you do not present an ID meeting the stated requirements.

Personal items are not allowed in the testing room. This includes all electronic devices such as cell phones, pagers, and PDAs. Please do not bring any unnecessary personal items to your assessment appointment as storage may not be available. We also ask that you not have anyone accompany you into the test center as there is not adequate space for visitors.

You will need your Login ID and Password to access the testing website. Please bring this information with you to the testing center.

When you are ready to begin, the examiner will provide you with ear plugs or headphones (to block out background noise) and assist you with logging in to start the test.

The test will be entirely administered and timed by the computer. All of the testing instructions will be provided by the computer. Before the test starts, you will see several instruction screens. These screens explain how to use the computer to take the test and select your answers.

Other candidates might begin or end their exams at different times than you. In addition, the proctor is required to monitor the session frequently, so will be entering and leaving the test room as needed. All reasonable efforts will be taken to keep distractions to a minimum.

At the end of your exam, you will have the opportunity to complete an online exit survey where you can provide feedback regarding your testing experience.

You must check out with the examiner before leaving the Testing Center.

The examiner will not have access to any information related to your assessment results or your next step. You will receive an email message with instructions on how to access your test results.

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Obligation to Provide Reasonable Accommodation for Qualified Applicants with a Disability

The United States Postal Service is obligated under Section 501 of the Rehabilitation Act of 1973, as amended, found in 29 U.S.C. § 791 *et seq.* to provide accommodations to a qualified applicant with a disability that will enable the individual to have an equal opportunity to participate in the application process and to be considered for a job.

If you have a disability that will require a special testing arrangement, please make your request when scheduling your exam through the Assessment website.

You will be asked to specify the nature of the disability and the accommodation needed.

Supporting documentation to verify the existence of a protected disability or the need for accommodation may be required.

The decision on granting reasonable accommodation will be made on a case-by-case basis.

Frequently Asked Questions

How do I schedule my testing appointment?

You can schedule yourself for the examination after receiving scheduling information via an email. To schedule a testing appointment, log into your assessment account and click on the Schedule Assessment link. If there are no seats available, request a seat by clicking on the Request a Seat link. Seat requests may take up to 5 business days to process. Please make sure to allow enough time for your request to be fulfilled. You will be notified via email once a seat is available at a test center near you. The system will not allow you to schedule an appointment within 24 hours of a testing session or request a seat within 48 hours of your expiration date.

What if I need to reschedule (or cancel) my appointment?

You may only cancel or reschedule your appointment more than 24 hours before your scheduled appointment. To cancel and reschedule your appointment, log onto the assessment website and click on the appointment date/time link.

If you are within 24 hours of your scheduled appointment, you are not permitted to reschedule your appointment.

If you fail to attend your scheduled appointment, you will not be allowed to reschedule and will receive an incomplete test result for that job vacancy.

How long will it take to get the assessment results?

A Notice of Result will be available on the Assessment site after you have been checked out from the testing center. You will receive an email message with instructions on how to access your Notice of Result.

What is a passing score?

You must attain a minimum score of 70 (excluding Veterans' Preference points) on the examination to be considered for any of the positions for which you applied.

How long are the results of the test valid?

Your examination result is valid through the expiration date shown on your Notice of Result.

If you are an applicant, your results will be maintained in your *eCareer* Candidate Profile and will be automatically included with your application if you apply for other USPS vacancies requiring this exam.

If you are an employee, your test result may be valid for longer, based on your situation and in accordance with Postal policy.

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SAMPLE TEST QUESTIONS

Exam 710/720/725/730 Clerical Battery is made up of 140 questions, divided into seven parts:

- Sequencing
- Comparisons
- Spelling
- Math Computation
- Following Instructions
- Grammar and Punctuation
- Vocabulary and Reading Comprehension

Instructions are given at the beginning of each test part, and each part is timed separately. Once you move on to each test part, you will not be able to go back to the previous part.

Please try to answer every question. It will be to your advantage to select an answer to each question that you can. There is no penalty for incorrect answers. If you are unsure of your answer, make the best choice you can. It is important to work quickly and accurately.

The total time for the assessment appointment is **one hour and 30 minutes**.

Exam 710/720/725/730 Clerical Battery results in scores for four different exams.

Test Part	Description	Number of Items	Time Allowed (Minutes)	Scored In:			
				Exam 710	Exam 720	Exam 725	Exam 730
Sequencing	Measures ability to put a name or code into the proper sequence.	20	2	✓			✓
Comparisons	Measures ability to compare names, addresses or codes.	30	4	✓			✓
Spelling	Measures ability to spell.	20	3	✓	✓		
Math Computation	Measures ability to perform mathematical calculations and reason with numbers.	15	8	✓		✓	✓
Following Instructions	Measures ability to follow instructions.	20	15	✓	✓	✓	
Grammar and Punctuation	Measures ability to recognize appropriate grammar and punctuation.	20	10	✓	✓		
Vocabulary and Reading Comprehension	Measures ability to read and understand information.	15	15	✓	✓	✓	

On the following pages are sample questions like the ones that will be on the test. Study these carefully. This will give you practice with the different kinds of items on the test.

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Sequencing

This part measures your ability to put a name or code into the proper sequence.

There is a name or a code in *italics* and four other names or codes in alphabetical or numerical order. Find the correct space for the *italicized* name or code so that it will be in alphabetical and/or numerical order with the others. Select the letter of that space as your answer. Check your answers below.

<p>1. <i>Roggen, Sam</i></p> <p><input type="radio"/> A) → Rogers, Arthur L.</p> <p><input type="radio"/> B) → Roghani, Fada</p> <p><input type="radio"/> C) → Rogovin, H. T.</p> <p><input type="radio"/> D) → Rogowski, Marie R.</p> <p><input type="radio"/> E) →</p>	<p>2. 05076012</p> <p><input type="radio"/> A) → 05076004</p> <p><input type="radio"/> B) → 05076007</p> <p><input type="radio"/> C) → 05076010</p> <p><input type="radio"/> D) → 05076021</p> <p><input type="radio"/> E) →</p>	<p>3. <i>CBA-1875</i></p> <p><input type="radio"/> A) → CAA-1720</p> <p><input type="radio"/> B) → CAB-1819</p> <p><input type="radio"/> C) → CAC-1804</p> <p><input type="radio"/> D) → CAD-1402</p> <p><input type="radio"/> E) →</p>
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Comparisons

This part measures your ability to compare names, addresses or codes. In each item, there are three names, addresses, or codes that are much alike. Compare the three and decide which ones are exactly alike. Indicate which ones are exactly alike, if any.

Compare the three names, addresses or codes. Circle the cells that are exactly alike. If none are exactly alike, circle "All Different." Check your answers below.

4.	Helene Bedell	Helene Beddell	Helene Beddell	All Different
5.	F. T. Wedemeyer	F. T. Wedemeyer	F. T. Wedmeyer	All Different
6.	3214 W. Beaumont St.	3214 Beaumont St.	3214 Beaumont St.	All Different
7.	BC 3105T-5	BC 3015T-5	BC 3105T-5	All Different
8.	4460327	4460327	4460327	All Different

Correct Answers: Sequencing: 1 B, 2 D, 3 E. Comparisons: 4 second and third selected, 5 first and second selected, 6 all different selected, 7 first and third selected, 8 all three selected.

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Spelling

This part measures your ability to spell. For each item, select the correct spelling of the word. If none are correct, select "none of the above." Check your answers below.

<p>9. <input type="radio"/> A) accomodate <input type="radio"/> B) accommodate <input type="radio"/> C) accomadate <input type="radio"/> D) none of the above</p>	<p>10. <input type="radio"/> A) manageble <input type="radio"/> B) manageable <input type="radio"/> C) manegeable <input type="radio"/> D) none of the above</p>
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Math Computation

This part measures your ability to perform mathematical calculations and reason with numbers. Perform the computations and select the correct answer. If none of the options are correct, select "none of the above." Check your answers below.

<p>11. $32 + 26 =$</p> <p><input type="radio"/> A) 69 <input type="radio"/> B) 59 <input type="radio"/> C) 58 <input type="radio"/> D) 54 <input type="radio"/> E) none of the above</p>	<p>13. $23 \times 7 =$</p> <p><input type="radio"/> A) 164 <input type="radio"/> B) 161 <input type="radio"/> C) 154 <input type="radio"/> D) 141 <input type="radio"/> E) none of the above</p>
<p>12. $57 - 15 =$</p> <p><input type="radio"/> A) 72 <input type="radio"/> B) 62 <input type="radio"/> C) 54 <input type="radio"/> D) 44 <input type="radio"/> E) none of the above</p>	<p>14. $160 \div 5 =$</p> <p><input type="radio"/> A) 32 <input type="radio"/> B) 30 <input type="radio"/> C) 25 <input type="radio"/> D) 21 <input type="radio"/> E) none of the above</p>

Correct Answers: Spelling: 9 D, 10 B. Math Computation: 11 C, 12 E, 13 B, 14 A.

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Following Instructions

This part measures your ability to follow instructions.

Read each item carefully. Following the instructions in each item will lead you to identify or create a letter-number combination such as P1, S4, Q10, or T6. Next, go to the "Look-Up Table" to find the specific letter ("P" through "T") and number (1 through 10) from the combination you identified or created. Locate the intersection of this letter-number combination on the table. Then select the response that corresponds to the letter at the intersection of the letter-number combination on the look-up table. Check your answers below.

LOOK-UP TABLE

	P	Q	R	S	T
1	A	B	C	D	E
2	B	C	D	E	A
3	C	D	E	A	B
4	D	E	A	B	C
5	E	A	B	C	D
6	A	B	C	D	E
7	B	C	D	E	A
8	C	D	E	A	B
9	D	E	A	B	C
10	E	A	B	C	D

Sample Questions	Response Options
<p>15. Look at the letter-number combinations below. Find the third letter-number combination from the left.</p> <p align="center">T1 S5 P2 Q5 P5 R2</p>	<p> <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E </p>
<p>16. Look at the letters below. Find and count each letter that appears only once. Use the letter "Q" with your count.</p> <p align="center">S T Q T Q P T Q</p>	<p> <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E </p>
<p>17. Look at the letters below. Find and count each "Q." Use the letter that appears at the beginning of the line and your count of the letter "Q."</p> <p align="center">S T Q T Q P T Q</p>	<p> <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E </p>

Correct Answers: 15 B, 16 C, 17 A.

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Grammar and Punctuation

This part measures your ability to recognize appropriate grammar and punctuation. For this item, select the sentence that is most appropriate with respect to grammar, usage, and punctuation suitable for a formal letter or report. Check your answer below.

18. A) Major repairs has caused the cafeteria to be closed until late October.
 B) The cafeteria will be closed until late October on account of major repairs.
 C) The cafeteria will be closed for major repairs until late October.
 D) The closing of the cafeteria until late October due to the completion of major repairs.

Vocabulary and Reading Comprehension

This part measures your ability to read and understand information. For the vocabulary items, select the answer that most nearly means the underlined word. For the reading comprehension items, read each passage and answer the question. Base your answer only on what is in the passage. Check your answers below.

Sample Questions	Response Options
19. The staff was <u>amazed</u> by the news. <u>Amazed</u> most nearly means	<input type="radio"/> A) pleased <input type="radio"/> B) surprised <input type="radio"/> C) saddened <input type="radio"/> D) relieved
20. Please <u>delete</u> the second paragraph. <u>Delete</u> most nearly means	<input type="radio"/> A) retype <input type="radio"/> B) reread <input type="radio"/> C) revise <input type="radio"/> D) remove

21. "It is a simple matter to find and correct the errors made by a typist, but often a file clerk's errors are not discovered until something that is needed cannot be found. For this reason, the work of every file clerk should be checked at regular intervals."

The paragraph best supports the statement that filing:

- A) may contain errors that are not immediately noticeable
- B) should be organized by typists rather than file clerks
- C) is a more difficult process than typing
- D) should be checked for errors more frequently than typing

22. "The most efficient method for performing a task is not always easily determined. That which is economical in terms of time must be carefully distinguished from that which is economical in terms of expended energy. In short, the quickest method may require a degree of physical effort that may be neither essential nor desirable."

The paragraph best supports the statement that:

- A) it is more efficient to perform a task slowly than rapidly
- B) skill in performing a task should not be acquired at the expense of time
- C) the most efficient execution of a task is not always the one done in the shortest time
- D) energy and time cannot both be considered in the performance of a single task

*Correct Answers: Grammar and Punctuation: 18 C.
Vocabulary and Reading Comprehension: 19 B, 20 D, 21 A, 22 C.*