

## ASSESSMENT INFORMATION PACKAGE – EXAM 712

Copyright © 2009 U. S. Postal Service

---

### Contents

- **Preparing for the Examination**
  - **What to Expect in the Exam Room**
  - **Obligation to Provide Reasonable Accommodation for Qualified Applicants with a Disability**
  - **Frequently Asked Questions**
  - **Sample Test Questions**
- 

### 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 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 practice and instruction screens. These screens explain how to use the computer to take the test and guide you through practice test items.

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 e-mail message with instructions on how to access your test results.

---

### 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 proctored 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, you may request a seat by clicking on the Request a Seat link. Seat requests usually take a minimum of 3-5 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 up to 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 e-mail message with instructions on how to access your Notice of Result.

*What is a passing score?*

To qualify for the 712 Examination, applicants must demonstrate that they can type at the following rate(s) based on the requirements of the job. Certain jobs require typing at a net rate of 30 words per minute. Other jobs require typing at a net rate of 45 words per minute. The number of errors permitted increases with the amount of text typed.

*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.

## TEST INSTRUCTIONS

Examination 712 is a computer based, web-administered and scored typing test. During the test session, read all instructions very carefully. The purpose of the test is to see how quickly and accurately you can type. The total time for the examination is approximately 30 minutes which includes time for administrative processes before and after the examination.

During the actual exam, the text to be typed will appear on the computer screen for you to key into the computer during the test. While taking the test, space, tab, paragraph, spell, punctuate, and capitalize precisely as shown in the text. During the exam, remember that the computer has word-wrap and you should **not** hit the return key at the end of each line.

In the examination, keep in mind that passing the test will depend upon speed as well as accuracy. If you reach the bottom of the sample exercise, simply return twice (by hitting the Enter key twice), **tab** and begin the paragraph again. Continue to type until the five minutes have elapsed.

Below is a paragraph like the one that will be on the test. This will give you an idea of the text that you will type on the test. You will have an opportunity to type this sample text during the actual test session.

## SAMPLE EXERCISE

This is an example of the type of material that will be presented to you in the actual typing examination. You will not need to hit the Enter key at the end of each line because the computer will automatically throw the carriage for you. Also, do not add spaces at the end of a paragraph or the computer will count them as errors. The text to be typed will appear at the top of the screen. Type that text into the entry box in the middle of the screen exactly as you see it. If you reach the end of the text, you should hit the Enter key twice and continue typing the text again starting from the beginning. The computer will time your test for you.