

**ASSESSMENT INFORMATION PACKAGE – EXAM 714**

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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.*

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**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.

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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.

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## 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 714 Examination, applicants must demonstrate that they can type these items on the computer at the following rate(s) based on the requirements of the position. The lower level passing rate is five correct lines per minute. The higher level passing rate is seven correct lines per minute. Credit is given only for correctly typed lines.

*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 714 is a computer-based, web-administered and scored exam. **You do not need prior experience on a computer to take this test.**

The total time for the examination is approximately 30 minutes which includes time for administrative processes before and after the examination.

The exam contains a list of alphanumeric postal data entry items similar to the sample items on the next page. Type each line as shown in the sample exercise, beginning with the first column. You may use lower-case or capital letters when typing the exercise. When you reach the end of a line, hit the "Enter" or "Return" key and begin typing the next line. If you reach the end of the sample items in the first column, continue with the items in the second column. If you finish both columns, simply begin again with the first column and continue to type until five minutes has elapsed.

See whether you can type the entire sample exercise once in a five-minute time period. Now count the number of lines you typed correctly and divide this number by five to determine your per minute score. Correctly typing only the items in column one is approximately equal to typing five correct lines per minute. Correctly typing all of the items in both columns is approximately equal to typing seven correct lines per minute.

During the actual examination, you will have five minutes in which to type the test material. Keep in mind that in order to pass the test you must type both rapidly and accurately.

SAMPLE EXERCISE

BRIDGEPORT 93517  
 BRENTWOOD 94513  
 HAWTHORNE 90251  
 07203 3994  
 20415 0001  
 32176 2355  
 HENRY ST. 2700-2799  
 HOLLYDALE AVE. 100-299  
 TULLER AVE. 900-999  
 ARKANSAS AVE. 4000-4199  
 114 WEST TOP.RY FL  
 6700 FIFTH AVE  
 1200 DYE ST  
 HAYWARD, W.J. 12/30/57  
 FONTANA, E.E. 07/22/69  
 COBB JR., T.W. 08/23/58  
 R ON KIRBY RD.  
 RETRACE TO COTTAGE  
 L ON BIRCH, L ON ABBY  
 MARRIOTT HOTELS 475  
 AMERICAN EXPRESS 4017  
 NATIONWIDE INS 1200  
 46.20 AIR DRILL  
 35.45 ROCKER ARM

17.40 SOLDER GUN  
 1255 ELM BLVD  
 152 N STATE ST  
 1200 ARMSTRONG PLACE  
 60148 4493  
 92806 5949  
 22207 2201  
 BRUNSWICK AVE. 7700-7999  
 INDUSTRIAL RD. 8100-8499  
 HAMILTON ST. 100-399  
 NEW YORK AVE. 900-1299