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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. A calculator will be provided. 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 instruction screens. These screens explain how to use the computer to take the test and select your answers. Two sections have practice items to familiarize you with the response format.

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?*

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.

**Test Instructions**

Exam 741/744 is a test of accounting knowledge and skills. Completing the entire test will give you a score for both junior-level (Exam 741) and senior-level (Exam 744) accountant jobs. The table below lists the ten test parts, and which parts apply to which test score.

During the test session, read all instructions very carefully. Each test part is timed. Where appropriate, a countdown clock will be displayed on your computer screen. When time runs out for a particular part, the test will automatically advance to the next part. If you finish a part before the timer runs out, you will have an opportunity to review your answers for that part. Once a timed part has ended, you will not be allowed to return to that part.

Each part contains several multiple-choice questions. During the actual test session, for most sections you will select your response to each question by clicking the button (small circle) next to your answer. For some sections, you will be asked to highlight your answer. Those sections have practice items to familiarize you with the item format.

The total time for the assessment is **approximately 4 hours**, however, you may find that you do not need the entire time allotted. The assessment is designed to be taken without breaks, so please be sure to take care of any personal needs before you check in to the test.

Test Part	Description	Applies to:		Items	Time Limit (Minutes)
		Junior (741)	Senior (744)		
A. Following Instructions	Ability to follow instructions.	✓		17	15
B. Sequencing	Ability to put a name or code in the proper sequence.	✓		17	15
C. Detecting Patterns or Trends	Ability to detect patterns or trends.	✓	✓	12	15
D. Discovering Errors and Making Comparisons	Ability to compare information and discover errors.	✓	✓	17	15
E. Mathematics and Numerical Reasoning	Ability to perform mathematical calculations and reason with numbers.	✓	✓	17	15
F. Maintaining Records and Using Written Reference Materials	Ability to maintain records and use written reference materials.	✓	✓	17	20
G. Reading Comprehension and Summarizing Information	Ability to read and summarize information.	✓	✓	17	35
H. Accounting and Auditing	Knowledge of accounting and auditing, and ability to apply that knowledge.		✓	22	25
I. Accounts Verification	Ability to verify accounts quickly and accurately.		✓	17	20
J. Bank Account Reconciliation	Ability to reconcile a bank account and checkbook.		✓	12	15

**Sample Test Items**

Below are examples of the types of questions that will be used on Exam 741/744. It is to your advantage to study these questions carefully. Each question has several possible answers. During the assessment, you are to decide which one is the best answer. You will be permitted to use a calculator to answer the questions. (The calculator will be provided by the test center.) For these sample items, the correct answers are provided.

**Part A: Following Instructions**

S1. Find the sum of the even numbers below. Subtract six from that number. What is the result?

1 4 6 3 2 8 7 5

- A) 11
- B) 12
- C) 13
- D) 14

**Part B: Sequencing**

S2. Select the correct space for the name in *italics* so that it will be in alphabetical order with the others.

*Nikki Britton*

- A) → Anthony Britain
- B) → Lisa Briton
- C) → Mark Brittonny
- D) → Horatio Button
- E) →

S3. If the items below were arranged in correct numeric order, which of the answer choices shows the appropriate sequence?

- (1) 798456
- (2) 798356
- (3) 797456
- (4) 788456
- (5) 798546

- A) 4, 2, 1, 3, 5
- B) 3, 2, 4, 5, 1
- C) 2, 3, 4, 1, 5
- D) 4, 3, 2, 1, 5

**Part C: Detecting Patterns or Trends**

S4. Determine the pattern or trend. Select the answer that completes the series.

5, 10, \_\_\_\_\_, 20

- A) 14
- B) 15
- C) 16
- D) 25

*The correct answers are S1 "D," S2 "C," S3 "D," and S4 "B."*

**Part D: Discovering Errors and Making Comparisons**

For the following questions, compare each set or line of information in the LIST TO BE VERIFIED with the corresponding set in the CORRECT LIST. If there are any errors, circle the cells that have errors. If there are no errors, circle “No Errors.” For the online test administration, your answers will be “circled” or highlighted when you click on the cell with your mouse.

**CORRECT LIST**

Stacy Adams 74-2387 31895-4656 Jackson, MS	Robert Unger 93-0021 44705-3692 Bangor, ME	Patricia Howard 17-6498 76203-4852 Reno, NV	Thomas Killian 69-3761 17548-3247 Bellevue, WA
Carlos Smith 86-2830 38915-2112 Springfield, MO	Teri Broward 33-4105 22251-8754 Ocala, FL	Marcia Danfino 58-1596 72193-0023 Scranton, PA	Arthur Ramirez 28-6176 59742-1192 Lake Dallas, TX
Elizabeth Spano 13-4004 89001-0056 Long Beach, CA	Trent Renfrow 02-4686 90150-4462 South Platte, NE	Amanda Pressley 22-7842 00453-5478 Brookline, OH	Preston Amberton 63-7982 60115-7412 Des Moines, IL

**LIST TO BE VERIFIED**

	<b>Name</b>	<b>Finance Number</b>	<b>ZIP+4</b>	<b>Location</b>	
S5.	Arthur Ramirez	28-6166	59742-1192	Dallas, TX	No Errors
S6.	Elisabeth Spano	13-4004	89010-0056	Long Beach, CA	No Errors
S7.	Trent Renfrow	02-4686	90150-4462	North Platte, NE	No Errors
S8.	Carla Smith	86-2830	38915-2212	Springfield, MA	No Errors
S9.	Amanda Presley	22-7842	00453-5478	Brooklyn, OH	No Errors

The correct answers are:

- S5. Finance Number and Location circled
- S6. Name and ZIP+4 circled
- S7. Location circled
- S8. Name, ZIP+4 and Location circled
- S9. Name and Location circled

**Part E: Mathematics and Numeric Reasoning**

S10.  $56 \times .004$

- A) 2.24
- B) .224
- C) .0224
- D) .00224

The correct answer is "B."

**Part F: Maintaining Records and Using Written Reference Materials**

Review the following tables. The entries on the PAYMENT TABLE are based upon the information in the two REFERENCE TABLES. Use the information in these tables to answer the following question.

**REFERENCE TABLE ONE**

Invoice #	Customer ID	Customer
5632	3BR45	Bob P.
5745	4DS32	Joe H.
5790	3FD25	Sandy H.
5875	4EY98	Pete C.

**REFERENCE TABLE TWO**

Customer ID	Amount Due	Date
3FD25	\$25.60	May 20
3BR45	\$57.85	April 6
4EY98	\$14.40	July 17
4DS32	\$35.89	June 30

**PAYMENT TABLE**

Invoice	Date	Item #
5745	**A**	1238-5
**B**	April 6	5628-7
5875	**C**	8514-1

S11. What belongs in space \*\*A\*\* on the PAYMENT TABLE?

- A) May 20
- B) April 6
- C) July 17
- D) June 30

The correct answer is "D."

**Part G: Reading Comprehension**

Read the passage below and answer the question. Base your answer only on what is in the passage.

S12. “As more women advance into upper management positions in organizations, it is important to understand the role that gender differences play in conflict management and negotiation styles. Research has shown that overall, women are more cooperative negotiators than men, but this difference is very small. In particular, women tend to be just as, or even more competitive than men when there is limited opportunity for communication and relationship building between the parties involved.”

The statement that best summarizes the passage is:

- A) Women are just as effective as men in leadership roles.
- B) A competitive negotiation style is important for organizational advancement.
- C) Men and women differ in their approach to handling negotiations.
- D) Communication and relationship building are key to effective negotiations.

*The correct answer is “C.”*

**Part H: Accounting and Auditing**

S13. On 12/31, a company has a \$450 debit balance in its Office Supplies account. A physical count of supplies shows \$125 of unused supplies still available. What will be the Office Supplies expense on the annual income statement?

- A) \$125
- B) \$325
- C) \$450
- D) \$575

*The correct answer is “B.”*

**Part I: Accounts Verification**

The table below lists accounts that have payments due today. Based upon the information presented in Columns 1, 2, and 3, determine whether the information contained in Columns A and B is correct.

The first column lists the total of the original bill for each account. The second column lists the terms for the payment of the bill. The third column shows the number of payments made before today. Column A shows the amount of the payment due and payable today. Column B is the balance due after this payment has been made.

There are no errors in the first three columns. Columns A and B may contain errors. Check these entries. If your answer in Column A is different from the one shown, use your figure to calculate Column B. Note that Column B may be correct even if Column A is incorrect. In your calculations, carry numbers to two decimal places and do not round up.

If Column A or B is incorrect, circle the incorrect cell. If both Columns A and B are incorrect, circle both cells. If there are no errors, circle the “No Errors” cell. If there is not enough information to answer the question, circle the “Not Enough Information” cell. For the online test administration, your answers will be “circled” or highlighted when you click on the cell with your mouse.

	<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN A</b>	<b>COLUMN B</b>		
	<b>Total Due</b>	<b>Terms</b>	<b>Payments Made to Date</b>	<b>Payment Due Today</b>	<b>Balance Due</b>		
S14.	\$120.00	0 - 6	3	\$20.00	\$40.00	No Errors	Not Enough Information

The correct answer is “No Errors.”

**Part J: Bank Account Reconciliation**

For the next question, you are performing reconciliations for the month of May. The account reconciliation is done monthly and is necessary, because the bank statement and checking account balances rarely agree. Each test item explains account reconciliations and transactions affecting the bank or checkbook balance.

Analyze the transactions on the bank statement and in the checkbook, and determine the appropriate action needed for reconciliation.

Once you determine what action you would need to take, indicate whether that action:

- A. *REDUCES* the *bank* balance
- B. *INCREASES* the *bank* balance
- C. *REDUCES* the *checkbook* balance
- D. *INCREASES* the *checkbook* balance

S15. A review of checks issued showed that four checks in the amount of \$52.90 had not been given to the bank for payment.

- A) *REDUCES* the *bank* balance.
- B) *INCREASES* the *bank* balance.
- C) *REDUCES* the *checking* balance.
- D) *INCREASES* the *checking* balance.

The correct answer is “A.”