

USPS® Online Job Application System – All other assessments

Assessment Process

How do I complete the assessment process?

If the job you applied to requires an assessment, you will receive an email from the testing vendor to invite you to complete the assessment. If you have not tested previously, you will need to register for an online testing account.

Based on the job to which you applied, you may be required to take a non-proctored assessment, a proctored assessment, or both.

I received an email to register for an online testing account. What do I need to do?

If you have not yet registered for an online testing account, you will need to do so before starting the assessment process. To register your account, click on the link provided in the Assessment Invitation email, which will direct you to the testing system to create your account.

What is the difference between a non-proctored and proctored assessment?

A non-proctored assessment is one that you can take on your own, at any location of your choosing (for example, using a computer at home or at the library). A proctored assessment is one that you must take at a specified test center.

How do I complete a non-proctored assessment?

You need to first log in to your online testing account. Once you complete the “About You” step, you will see a “Begin Test” button to launch the non-proctored assessment.

How do I complete a proctored assessment?

Please see the *Scheduling a Test Center Appointment* section below. At the test center, a proctor will sign you in, verify your identity, and provide you with instructions to take the assessment.

I submitted an application for a job that requires an assessment, but did not receive an assessment invitation email. Why wasn't I invited?

Not everyone who submits an application will be invited to take the assessment. Each job posting has a pre-determined number of applicants who are invited to complete the assessment. Invitations are issued on a “first-come, first-served” basis.

If you are not initially invited to complete the assessment, you may still have an opportunity to take it in the future. You are encouraged to watch your email for additional information.

How much time do I have to complete the assessment process?

The amount of time you have to complete the assessment process varies by job. Ensure you read the Assessment Invitation email that was sent to you.

It is strongly suggested that you begin the assessment process immediately, so that you allow enough time to complete all of the necessary steps. Some assessments include multiple steps, which may include scheduling an appointment at a test center.

What happens if I am unable to complete the assessment process within the specified timeframe?

If you are not able to complete the assessment within the time allowed, then you will not receive consideration for the job to which you applied.

How do I get my assessment results?

A message will be sent to the email address listed in your online testing account following the completion of the assessment process. Log into your account and access your Notice of Result to view your assessment results.

I don't see a score, the Notice of Result just says "eligible." What does that mean?

Some assessments are scored only as "eligible" or "ineligible." If you receive an eligible score, you have passed the assessment and will be considered for the job(s) to which you have applied requiring that assessment.

I don't see a score, the Notice of Result just says "ineligible." What does that mean?

Candidates who do not receive a passing score are considered ineligible on a particular assessment. You may still apply to other jobs that require a different assessment.

Candidates who do not complete the assessment within the time allowed are also listed as ineligible. In this case you are ineligible for the specific job to which you applied. You may apply again to any jobs requiring the same assessment, as well as to other jobs that require a different assessment.

What should I do if I experience technical difficulties with my online testing account?

If at any time you need technical assistance with your online testing account, submit your request to the technical support email address provided in the messages you received related to the assessment process. The test vendor will contact you to resolve your issue.

Scheduling a Test Center Appointment

How do I schedule my proctored testing appointment?

You will schedule yourself for the examination after receiving scheduling information via an Assessment Appointment Invitation email. You may choose any available date, time and location, as long as you complete the entire assessment process within the scheduled timeframe.

When you receive your Assessment Appointment Invitation email, log into your online testing account using the link provided in the email. After you have logged in, click on the “Active Assessments” tab and look under the “Proctored Assessments” section. There you will see a list of all proctored exams for which you are authorized to schedule testing at a designated test center. To proceed to schedule your assessment, click on the “Schedule Test” button.

It is best to schedule your appointment as soon as you receive the invitation, to increase your chance of finding a convenient date, time, and location. Test center appointments are available on a “first-come, first-served” basis, and most test centers are closed on Sunday and holidays.

You will receive an Assessment Appointment Confirmation email message once you have scheduled your assessment.

I tried to schedule the proctored assessment, but no seats were available. What should I do?

If there are no seats available at the test centers nearest to you, then submit a seat request. Specific seat availability via the seat request process is not guaranteed and may take up to five days to fulfill.

How do I cancel or reschedule my assessment appointment?

If you are within 24 hours of your appointment, you will not be able to reschedule your exam.

You may cancel or reschedule up to 24 hours before your scheduled appointment. To cancel and reschedule your appointment, log onto your online testing account and click on the “Appointment Date/Time” link.

What do I need to bring with me to the test center?

Read your Assessment Appointment Confirmation message carefully, since some assessments may require that you bring additional information or materials.

For admission to the test center you will be required to present one official and valid piece of identification that meets the following requirements:

- Acceptable IDs issued by Federal or State Government
 - Driver's License
 - U.S. State issued ID Card
 - U.S. Passport or U.S. Passport Card
 - U.S. Military ID
 - U.S. Resident Card/Green Card
 - U.S. Employment Authorization Card/Document
 - U.S. Government issued Visa
 - U.S. Territory ID (Puerto Rico, Guam, etc.)
 - USPS Employee ID
- All IDs must bear your photo
- All IDs must be original and permanent
 - No photocopies or faxes
 - No temporary or paper renewals
- All IDs must be current and legible

Reasonable Accommodation

I believe I have a disability and need an accommodation to take an exam. How do I request an accommodation? How do I know if I will receive an accommodation?

You will be able to submit a request for accommodation when you sign up to take the exam. Information about the Postal Service's reasonable accommodation process is available at <http://about.usps.com/publications/pub316.pdf>