

## **DELEGATED EXAMINING CERTIFICATION ASSESSMENT**

### **Information Sheet**

To be certified in delegated examining, you must pass the Delegated Examining Certification Assessment. The Assessment tests your knowledge and application of key delegated examining concepts, rules, and process steps. The Assessment is web-based and administered either in a proctored (in-person) setting at an independent testing facility (locations throughout the U.S. and abroad) or proctored remotely at your home or office. Upon passing the Assessment, you will receive Delegated Examining Certification, which is valid for three years.

The Delegated Examining Certification Assessment consists of **50 multiple choice questions**. You will have **90 minutes to complete** the Assessment once you begin. You will receive complete instructions upon scheduling the Assessment. When scheduling the in-person Assessment, you should allow a total of 2 hours to include arriving 15 minutes before your appointment time to complete check-in procedures. For the live remote proctored session, you must login 10 minutes prior to your appointment time to ensure you can connect to audio and video. If you login more than 5 minutes after your scheduled start time, you will not be permitted to test.

The Delegated Examining Certification Assessment tests your knowledge and application of the following competencies:

- **Agency Staffing Policies and Procedures** - Knowledge of the agency-specific policies and procedures involved in merit promotion and delegated examining operations, for example, category rating, application processing, and reconsideration.
- **Application Processing** - Knowledge of rules governing the acceptance and processing of applications and resumes, including application requirements, applicant eligibility for filing late applications, and applicant notification procedures.
- **Assessment Methods and Tools** - Knowledge of the principles, methods, and professional guidelines for assessing job applicants; including types of assessment tools and the criteria (e.g., validity, legality, practicality) for evaluating assessment methods.
- **Category Rating** - Knowledge of the laws, regulations, and procedures for using category rating in the hiring process, to include category requirements, placement of candidates into quality categories, merging categories, and agency-specific category rating policies.
- **Certification and Selection** - Knowledge of the laws, regulations, and agency-specific procedures governing the creation of the certificate of eligibles, including interdisciplinary positions, dual certification, documenting actions on a certificate, objection or pass-over procedures for preference eligibles, and lost employment consideration.
- **Hiring Authorities** - Knowledge of the laws, rules, requirements, and application of the competitive service, the excepted service, and the Senior Executive Service; including the use of special appointing authorities, for example, veterans' recruitment appointment (VRA) and direct hire authorities.
- **Hiring Process Management** - Knowledge of the principles, procedures, and steps that make up the Federal Hiring Process, including roles, responsibilities, timeframes, and resources.

- **Job Analysis** - Knowledge of the principles, methods, and tools for gathering, analyzing, and using information about the content, context, and requirements of a job, including procedures to document the relationship between the tasks performed on the job and the competencies/KSAs required to perform the tasks.
- **Merit System Accountability** - Knowledge of the reporting and accountability requirements for staffing and delegated examining functions to include workload reports, case file reconstruction, and annual internal audit requirements.
- **Public Notice/Job Opportunity Announcements** - Knowledge of the laws, regulations, and agency policies regarding public notice of vacancies; knowledge of the techniques for creating effective job opportunity announcements.
- **Qualifications Determinations** - Knowledge of the requirements for determining applicant qualifications, including the use of selective factors and quality ranking factors; knowledge of how to apply qualification standards when reviewing applications to credit experience, education, and other credentials.
- **Recruitment/Placement** - Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.
- **Technical Documentation** - Knowledge of procedures for developing technical and operational support documentation (for example, case files, processing personnel actions).
- **Veterans' Preference** - Knowledge of the laws and regulations regarding veterans' preference, veterans' preference eligibility, veterans' preference categories, required proof of preference status, and how to credit preference in the hiring process.

## Assessment Results

For in-person Assessments, you will receive your results within approximately 1 week of completing the exam. If you pass the Assessment, you will be provided with a link to your certificate, which you will be able to print or save, and reference at any time from your dashboard. For remotely proctored Assessments, you will receive your results immediately upon completion of the Assessment, upon which, you can access your certificate from your dashboard. Due to the scoring algorithm used, **your results will not include a score.**

If you fail the Assessment, you will be provided with a list of competencies, based on your results, to which you should focus as you prepare to re-take the exam. Before registering to re-take the Assessment, you are strongly encouraged to complete OPM DE Training (and other recommended trainings) or on-the-job activities, under the oversight of a specialist or supervisor certified in delegated examining, in the competency areas identified for you. As a reminder, HR staff who fail the Assessment are not DE certified until they successfully pass the Assessment. In the interim, staff may continue to carry out their DE work only when it is reviewed by a DE-certified individual.