

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 in a proctored (in-person) setting at an independent testing facility (locations throughout the U.S. and abroad). 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. When scheduling the assessment, you should allow a total of 2 hours to include arriving 15 minutes before your appointment time to complete check-in procedures. You will receive complete instructions upon scheduling the assessment.

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

You will receive your assessment results within approximately 1 week of completing the exam. Assessment results will be emailed to you. Due to the scoring algorithm used, **your results will not include a score.**

If you pass the assessment, you will be provided with a link to your Certification document, which you will be able to print or save.

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. You are strongly encouraged to complete training or on-the-job activities, under the oversight of a specialist or supervisor certified in delegated examining, in the areas identified for you to focus on before registering to retake the assessment.