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**ASSESSMENT INFORMATION PACKAGE – EXAM 710**  
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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.

- Assessment site Login ID and Password
- Candidate ID
- Two sharpened #2 pencils

*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.

*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 be given an exam booklet and separate answer sheet for taking the test. All of the test questions will be in the exam booklet. Exam instructions will be given out loud. If you cannot hear the instructions, you must tell the proctor before the test begins. You will mark your answers on the answer sheet using a #2 pencil. Your answer sheet will be processed by a computer.

The examiner will not have access to any information related to your assessment results or your next step. You will receive an email message with instructions on how to access your test results approximately one week after your exam date.

*You must check out with the examiner before leaving the Testing Center.*

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### Completing Your Answer Sheet

If you have ever taken a test using an answer sheet scored by a computer, you will be familiar with the process where you enter the information into the upper boxes and then fill in the appropriate circle below, one box at a time. When you have no information to enter in a box leave it blank and do not darken any circle in that column.

The following is an example of correctly entered information on the form.

H	A	L	L		I	I	I												
A	●	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
●	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	●	●	●	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	●	●	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L

- Some common mistakes to avoid are:
- Marking two circles in the same column.
  - Mistaking the Q and O.
  - Not noticing that the numbers in a column begin with zero, not one.

### For Persons with Disabilities

If you realize after reviewing the information below that you may have a disability that will require a special testing arrangement, please make your request when scheduling your exam through the Assessment website. Part of that request for accommodation may require you 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.

### Frequently Asked Questions

*How long will it take to get the assessment results?*  
 A Notice of Result will be available on the Assessment site approximately one week after your exam date. You will receive an email message with instructions on how to access your Notice of Result.

*What if I need to reschedule (or cancel) my appointment?*  
 If you need to reschedule (or cancel) your appointment, you may do so via the Assessment website during the scheduling dates noted in your email. You will select your appointment listed on your Console page and then cancel that appointment. You will then be prompted to reschedule. You will not be permitted to cancel or reschedule your appointment after the scheduling dates noted in your email.

*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.

**If you are within 24 hours of your scheduled appointment and are unable to attend, you must email [USPS\\_Support@panpowered.com](mailto:USPS_Support@panpowered.com).**

*How long are the results of the test valid?*  
 Your examination result is valid through the expiration date shown on your Notice of Result. 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 fail to attend your scheduled appointment, you will not be allowed to reschedule and will receive an incomplete test result for that job vacancy.**

**SAMPLE TEST QUESTIONS  
EXAMINATION 710**

The total time for the examination is approximately one hour and 15 minutes, but part of that time is for administrative paperwork at the beginning. There are two parts to this examination: Part A: Sequencing, Comparisons, Spelling, and Math Computation; and Part B: Following Instructions, Grammar and Punctuation, and Vocabulary and Reading Comprehension.

The following questions are samples of the types of questions that will be used on Examination 710. Study these questions carefully. Each question has several suggested answers. You are to decide which one is the **best answer**. Next, on the Sample Answer Sheet below, find the answer space that is numbered the same as the question, then darken the space that is lettered the same as the answer you have selected. After you have answered all the questions, compare your answers with the ones given in the Correct Answers to Sample Questions below the Sample Answer Sheets.

**Sample Questions 1 through 14 – Part A**

In Sample Questions 1 through 3 below, there is a name or code in a box and four other names or codes in alphabetical or numerical order. Find the correct space for the boxed name or code that it will be in alphabetical and/or numerical order with the others and mark the letter of that space as your answer on your Sample Answer Sheet below.

1. Roggen, Sam
- A) →  
Rogers, Arthur L.
- B) →  
Roghani, Fada
- C) →  
Rogovin, H. T.
- D) →  
Rogowski, Marie R.
- E) →

Sample Answer Sheet					
1.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

2. 05076012
- A) →  
05076004
- B) →  
05076007
- C) →  
05076010
- D) →  
05076021
- E) →

The correct answers are  
**Item 1 (B); Item 2 (D);  
Item 3 (E)**

3. CBA-1875
- A) →  
CAA-1720
- B) →  
CAB-1819
- C) →  
CAC-1804
- D) →  
CAD-1402
- E) →

Correct Answers to Sample Answer Sheet					
1.	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
3.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input checked="" type="radio"/> E

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Sample Questions 4 through 8 require you to compare names, addresses, or codes. In each line across the page, there are three names, addresses, or codes that are much alike. Compare the three and decide which ones are exactly alike. On the Sample Answer Sheet at the bottom, mark the answers.

- A. if **ALL THREE** names, addresses, or codes are exactly **ALIKE**
- B. if only the **FIRST** and **SECOND** names, addresses, or codes are exactly **ALIKE**
- C. if only the **FIRST** and **THIRD** names, addresses, or codes are exactly **ALIKE**
- D. if only the **SECOND** and **THIRD** names, addresss, or codes are exactly **ALIKE**
- E. if **ALL THREE** names, addresses, or codes are **DIFFERENT**

- |                         |                   |                   |
|-------------------------|-------------------|-------------------|
| 4. Helene Bedell        | Helene Beddell    | Helene Beddell    |
| 5. F. T. Wedemeyer      | F. T. Wedemeyer   | F. T. Wedmeyer    |
| 6. 3214 W. Beaumont St. | 3214 Beaumont St. | 3214 Beaumont St. |
| 7. BC 3105T-5           | BC 3015T-5        | BC 3105T-5        |
| 8. 4460327              | 4460327           | 4460327           |

For the next two questions, find the correct spelling of the word and darken the appropriate answer space on your Sample Answer Sheet. If none of the alternatives are correct, darken Space D.

- |                      |                      |
|----------------------|----------------------|
| 9. A) accomodate     | 10. A) manageble     |
| B) accomodate        | B) manageable        |
| C) accomadate        | C) manegeable        |
| D) none of the above | D) none of the above |

Sample Answer Sheet					
4.	(A)	(B)	(C)	(D)	(E)
5.	(A)	(B)	(C)	(D)	(E)
6.	(A)	(B)	(C)	(D)	(E)
7.	(A)	(B)	(C)	(D)	(E)
8.	(A)	(B)	(C)	(D)	(E)
9.	(A)	(B)	(C)	(D)	
10.	(A)	(B)	(C)	(D)	

The correct answers are:

**Item 4 (D);**  
**Item 5 (B);**  
**Item 6 (E);**  
**Item 7 (C);**  
**Item 8 (A);**  
**Item 9 (D);**  
**Item 10 (B)**

Correct Answers to Sample Questions					
4.	(A)	(B)	(C)	(D)	(E)
5.	(A)	(B)	(C)	(D)	(E)
6.	(A)	(B)	(C)	(D)	(E)
7.	(A)	(B)	(C)	(D)	(E)
8.	(A)	(B)	(C)	(D)	(E)
9.	(A)	(B)	(C)	(D)	
10.	(A)	(B)	(C)	(D)	

For Questions 11 through 14, perform the computation as indicated in the question and find the answer among the list of alternative responses. Mark your Sample Answer Sheet A, B, C, or D for the correct answer; or, if your answer is not among these, mark E for that question.

11.  $32 + 26 =$

- A) 69
- B) 59
- C) 58
- D) 54
- E) None of the above

12.  $57 - 15 =$

- A) 72
- B) 62
- C) 54
- D) 44
- E) None of the above

13.  $23 \times 7 =$

- A) 164
- B) 161
- C) 154
- D) 141
- E) None of the above

14.  $160 \div 5 =$

- A) 32
- B) 30
- C) 25
- D) 21
- E) None of the above

Sample Answer Sheet					
11.	A	B	C	D	E
12.	A	B	C	D	E
13.	A	B	C	D	E
14.	A	B	C	D	E

The correct answers are  
**Item 11 (C); Item 12 (E);**  
**Item 13 (B); Item 14 (A)**

Correct Answers to Sample Questions					
11.	A	B	●	D	E
12.	A	B	C	D	●
13.	A	●	C	D	E
14.	●	B	C	D	E

Sample Questions 15 through 22 - Part B

Sample items 15 through 17 below test the ability to follow instructions. Read each item carefully. Following the instructions in each item will lead you to identify or create a letter-number combination (e.g., P1, S4, Q10, T6). Next, go to the "Look-Up Table" to find the specific letter ("P" through "T") and number (1 through 10) from the combination you identified or created. Locate the intersection of this letter-number combination on the table to find your answer of A, B, C, D, or E. After you have found an answer, darken the corresponding space on the Sample Answer Sheet for that question.

LOOK-UP TABLE

	P	Q	R	S	T
1	A	B	C	D	E
2	B	C	D	E	A
3	C	D	E	A	B
4	D	E	A	B	C
5	E	A	B	C	D
6	A	B	C	D	E
7	B	C	D	E	A
8	C	D	E	A	B
9	D	E	A	B	C
10	E	A	B	C	D

For example, if you came up with P1 for Question 15, then your answer from the Look-Up Table would be "A", and you would darken "A" on your Sample Answer Sheet for Question 15. If you came up with T4 as the letter-number combination for Question 16, then your answer would be "C" and you would darken space "C" for Question 16, and so on. Apply these instructions when answering sample items 15 through 17.

Sample Answer Sheet					
15.	(A)	(B)	(C)	(D)	(E)
16.	(A)	(B)	(C)	(D)	(E)
17.	(A)	(B)	(C)	(D)	(E)

15. Look at the letter-number combinations below. Draw a circle around the third letter-number combination from the left. Write the letter-number combination you circled here: \_\_\_\_.

T1 S5 P2 Q5 P5 R2

16. Draw a line under each letter in the line below that appears only once. Write the letter "Q" and the number of lines you drew here: \_\_\_\_.

S T Q T Q P T Q

17. Look again at the line of letters in Question 16. Draw a circle around each "Q". Write the letter that appears at the beginning of the line and the number of circles you drew here: \_\_\_\_.

**The solutions for these items and the way you should have marked your Sample Answer Sheet is as follows:**

**Question 15:** Solution is P2,  
**Correct Answer is B**

**Question 16:** Solution is Q2,  
**Correct Answer is C**

**Question 17:** Solution is S3,  
**Correct Answer is A**

Correct Answers to Sample Questions					
15.	(A)	●	(C)	(D)	(E)
16.	(A)	(B)	●	(D)	(E)
17.	●	(B)	(C)	(D)	(E)

Answer the remaining Sample Test Questions on the Sample Answer Sheet.

Select the sentence below which is most appropriate with respect to grammar, usage, and punctuation suitable for a formal letter or report.

18. A) Major repairs has caused the cafeteria to be closed until late October.
- B) The cafeteria will be closed until late October on account of major repairs.
- C) The cafeteria will be closed for major repairs until late October.
- D) The closing of the cafeteria until late October due to the completion of major repairs.

Sample Answer Sheet				
18.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
19.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
20.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D

In questions 19 and 20 below, you will be asked to decide what the highlighted word means.

19. The staff was **amazed** by the news. **Amazed** most nearly means
- A) pleased  
 B) surprised  
 C) saddened  
 D) relieved
20. Please **delete** the second paragraph. **Delete** most nearly means
- A) retype  
 B) reread  
 C) revise  
 D) remove

The correct answers are  
**Item 18 (C); Item 19 (B);  
 Item 20 (D)**

Correct Answers to Sample Questions				
18.	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D
19.	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
20.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D

In questions 21 and 22 below, you are asked to read a paragraph, then answer the question that follows it.

21. "It is a simple matter to find and correct the errors made by a typist, but often a file clerk's errors are not discovered until something which is needed cannot be found. For this reason, the work of every file clerk should be checked at regular intervals."

**The paragraph best supports the statement that filing**

- A) may contain errors that are not immediately noticeable
- B) should be organized by typists rather than file clerks
- C) is a more difficult process than typing
- D) should be checked for errors more frequently than typing

22. "The most efficient method for performing a task is not always easily determined. That which is economical in terms of time must be carefully distinguished from that which is economical in terms of expended energy. In short, the quickest method may require a degree of physical effort that may be neither essential nor desirable."

**The paragraph best supports the statement that**

- A) it is more efficient to perform a task slowly than rapidly
- B) skill in performing a task should not be acquired at the expense of time
- C) the most efficient execution of a task is not always the one done in the shortest time
- D) energy and time cannot both be considered in the performance of a single task

Sample Answer Sheet				
21.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
22.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D

The correct answers are  
**Item 21 (A); Item 22 (C)**

Correct Answers to Sample Questions				
21.	<input checked="" type="radio"/>	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
22.	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/>	<input type="radio"/> D