

# Delegated Examining Operations Handbook (DEOH) Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.**

## **7. Use Other Tools**

**Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!**

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## Questions

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- 1. Are compensably disabled preference eligibles automatically ranked at the top of the Certificate of Eligibles?**
  - A. Yes, they always rank highest**
  - B. No, they can be placed lower**
  - C. Only if they are the most qualified**
  - D. They are not eligible for a Certificate**
  
- 2. If there are fewer than three candidates in the highest quality category, are you required to merge categories?**
  - A. Yes, it is a mandatory requirement**
  - B. No, it is optional**
  - C. Only for positions at GS-11 and higher**
  - D. No, candidates should be excluded**
  
- 3. Can a Selective Factor be used to eliminate applicants during the screening process?**
  - A. Yes, if the applicant does not possess the proficiency level**
  - B. No, all applicants are eligible regardless of their qualifications**
  - C. Yes, but only for veterans**
  - D. No, selective factors are not allowed in screening**
  
- 4. What is the first step to observe when auditing a Certificate of Eligibles under Category Rating Procedures?**
  - A. Disregard all eligibles who were legitimately removed from consideration**
  - B. Within the highest quality category, observe any preference eligible is selected**
  - C. Observe the order of selection in the best-qualified category**
  - D. All of the above**
  
- 5. What is required for a hiring manager to select a non-preference eligible over a preference eligible?**
  - A. A pass-over request must be approved**
  - B. Only the approval of the hiring committee is necessary**
  - C. No specific approval is needed**
  - D. They must come from the same category**

- 6. When using category rating for job announcements, is it necessary to describe each quality category?**
- A. Yes, it is required**
  - B. No, it is optional**
  - C. Only in federal announcements**
  - D. Only for positions above GS-9**
- 7. True or False: The Competitive Service Act of 2015 allows agencies to share competitive certificates with other appointing authorities?**
- A. True**
  - B. False**
  - C. It is limited to internal sharing only**
  - D. Only under special circumstances**
- 8. What term describes a competency or special qualification essential for satisfactory job performance?**
- A. Minimum Qualification**
  - B. Major Duty**
  - C. Quality Ranking Factor**
  - D. Selective Factor**
- 9. What must agencies ensure regarding supplemental forms used in hiring?**
- A. That they are filled out by all candidates**
  - B. That they contain Privacy Act Information if public information is collected**
  - C. That they are entirely optional**
  - D. That they are available online for anyone to view**
- 10. What happens to records after a break in retaining for two years?**
- A. They are archived**
  - B. They are deleted permanently**
  - C. They must be retained for a total of three years**
  - D. They can be reviewed again**

## **Answers**

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1. B
2. B
3. A
4. B
5. A
6. A
7. A
8. D
9. B
10. C

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## **Explanations**

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**1. Are compensably disabled preference eligibles automatically ranked at the top of the Certificate of Eligibles?**

- A. Yes, they always rank highest**
- B. No, they can be placed lower**
- C. Only if they are the most qualified**
- D. They are not eligible for a Certificate**

Preference eligibles who have a compensable disability may not always be automatically ranked at the top of the Certificate of Eligibles. While certain laws and regulations provide specific rights and privileges for veterans and individuals with disabilities, the ranking and placement of candidates on the Certificate depend on factors such as the candidate's qualifications, the specific job announcement, and the overall assessment of all applicants. When referring to preference eligibles, it's important to understand that being compensably disabled gives these individuals preference, but it does not guarantee that they will be ranked highest regardless of the context or qualifications. The ranking can vary based on individual assessment scores, the competitive nature of the applicant pool, and other relevant guidelines outlined in the Delegated Examining Operations Handbook (DEOH). Therefore, while compensably disabled individuals have enhanced preference, they can indeed be placed lower on the Certificate of Eligibles if other candidates demonstrate stronger qualifications or meet specific criteria deemed necessary for the position.

**2. If there are fewer than three candidates in the highest quality category, are you required to merge categories?**

- A. Yes, it is a mandatory requirement**
- B. No, it is optional**
- C. Only for positions at GS-11 and higher**
- D. No, candidates should be excluded**

In situations where there are fewer than three candidates identified in the highest quality category, merging categories is an optional step rather than a mandatory requirement. This allows the selecting official greater discretion on how to proceed with the candidate pool. The intent behind not mandating the merging of categories is to maintain the integrity of the qualification standards and to ensure that the best candidates are being considered without diluting the evaluation process. By not merging categories automatically, agencies can still uphold a competitive environment that thoroughly evaluates each candidate's qualifications while providing the flexibility to make an informed choice based on the quality of the available candidates. It is also important to remember that the rules discourage the exclusion of candidates solely based on their category placements unless certain specific criteria or situations warrant it.

**3. Can a Selective Factor be used to eliminate applicants during the screening process?**

**A. Yes, if the applicant does not possess the proficiency level**

**B. No, all applicants are eligible regardless of their qualifications**

**C. Yes, but only for veterans**

**D. No, selective factors are not allowed in screening**

The correct answer highlights that a Selective Factor can indeed be used to eliminate applicants during the screening process. Selective Factors are essential qualifications that applicants must meet to be considered for a position. These factors typically relate to minimum proficiency levels in critical skills, knowledge, or competencies that are necessary for successful job performance. When evaluating candidates, if an applicant does not demonstrate the required proficiency level outlined by the Selective Factor, they can be eliminated from further consideration. This streamlines the selection process by ensuring that only those candidates who meet the necessary standards are evaluated for their fit within the role. While it may seem reasonable that everyone should be eligible to apply, the use of Selective Factors ensures that applicants who possess the essential skills for a position are prioritized, which serves both the applicant and the hiring agency in finding the best fit.

**4. What is the first step to observe when auditing a Certificate of Eligibles under Category Rating Procedures?**

**A. Disregard all eligibles who were legitimately removed from consideration**

**B. Within the highest quality category, observe any preference eligible is selected**

**C. Observe the order of selection in the best-qualified category**

**D. All of the above**

When auditing a Certificate of Eligibles under Category Rating Procedures, the first step to observe is ensuring that any preference eligible candidates are selected from within the highest quality category. This step is critical because it prioritizes those candidates who have veteran status, recognizing their service and adhering to the legal requirements that mandate their consideration. This ensures fairness in the hiring process and aligns with regulatory standards that protect veteran applicants. The selection of preference eligible candidates from the highest quality category demonstrates an understanding of the importance of federal hiring practices that favor veteran candidates. This step is foundational, as it sets the stage for how candidates are evaluated and selected based on merit and eligibility status. In contrast, other steps, while relevant, may come into play after confirming that preference eligibles are given due consideration according to established hiring policies. Observing the order of selection or disregarding candidates who were legitimately removed can only be appropriately assessed after confirming that the fundamental principle of preference eligibility has been adhered to.

**5. What is required for a hiring manager to select a non-preference eligible over a preference eligible?**

- A. A pass-over request must be approved**
- B. Only the approval of the hiring committee is necessary**
- C. No specific approval is needed**
- D. They must come from the same category**

The requirement for a hiring manager to select a non-preference eligible over a preference eligible stems from the need for a documented justification in accordance with established personnel policies. A pass-over request must be approved to ensure that the reasons for selecting a candidate without preference eligibility are both valid and compliant with federal regulations that protect preference eligibles. This process involves a formal review, ensuring that the decision is based on merit and that it aligns with principles of fair hiring practices. The pass-over request is a mechanism that provides accountability and transparency, verifying that preference eligibles are not skipped over for arbitrary or insufficiently justified reasons. It's essential in safeguarding the rights of veterans and other preference eligibles, ensuring they receive the consideration they are entitled to. In contrast, other options lack the necessary procedural safeguards. The sole approval of a hiring committee does not suffice since it does not involve the additional scrutiny required for bypassing preference eligibles. Similarly, stating that no specific approval is needed undermines the protective measures put in place for preference eligibles. Lastly, the condition that candidates must come from the same category does not directly address the requirements for justifying the hiring choice, as the emphasis is on the need for approval via the pass-over request.

**6. When using category rating for job announcements, is it necessary to describe each quality category?**

- A. Yes, it is required**
- B. No, it is optional**
- C. Only in federal announcements**
- D. Only for positions above GS-9**

When using category rating for job announcements, it is essential to provide a description for each quality category. This requirement serves multiple purposes. First, it ensures clarity and transparency throughout the selection process, allowing candidates to understand how their qualifications align with the various levels of competency being evaluated. By outlining what each quality category entails, applicants can better assess their fit for the job and make informed decisions about their applications. Furthermore, detailed descriptions contribute to a fairer evaluation by providing a consistent framework for assessors to classify candidates' qualifications and competencies. When such descriptions are present, it reduces ambiguity and helps ensure that all applicants are evaluated against the same criteria, leading to a more equitable selection process. This not only promotes best practices in recruitment but also enhances the overall integrity of the hiring process in federal employment.

**7. True or False: The Competitive Service Act of 2015 allows agencies to share competitive certificates with other appointing authorities?**

**A. True**

**B. False**

**C. It is limited to internal sharing only**

**D. Only under special circumstances**

The statement is true because the Competitive Service Act of 2015 includes provisions that enable federal agencies to share competitive certificates with other appointing authorities. This means that when a candidate is evaluated and determined to be qualified, their competitive certificate can be shared beyond the originating agency. This facilitates a more flexible approach to hiring, allowing agencies to tap into a broader pool of qualified candidates and streamline the recruitment process, fostering inter-agency collaboration. This provision enhances efficiency in the federal hiring process by preventing multiple agencies from conducting separate evaluations for the same candidates when those candidates are already on a competitive certificate list. As a result, it supports a more cohesive and adaptable workforce across various departments and agencies within the federal government.

**8. What term describes a competency or special qualification essential for satisfactory job performance?**

**A. Minimum Qualification**

**B. Major Duty**

**C. Quality Ranking Factor**

**D. Selective Factor**

The term that accurately describes a competency or special qualification essential for satisfactory job performance is "Selective Factor." Selective factors are specific criteria that directly influence the selection process for a particular position, ensuring that candidates possess the necessary skills and qualifications that are crucial for successful job performance. These factors help employers determine whether an applicant meets the requirements to effectively carry out the duties associated with the job. In the context of hiring and selection, selective factors play a vital role in the assessment of candidates. They focus on attributes like specific skills, education, or certifications that are not only desirable but necessary to fulfill the job's responsibilities. Other choices—such as minimum qualification, major duty, and quality ranking factor—do not accurately capture the same meaning. Minimum qualifications refer to the basic criteria that candidates must meet to be considered eligible for a job, while major duties refer to the primary responsibilities of a position. Quality ranking factors, on the other hand, are aspects used to evaluate candidates against one another but do not specifically denote the essential competencies required for satisfactory performance.

**9. What must agencies ensure regarding supplemental forms used in hiring?**

- A. That they are filled out by all candidates**
- B. That they contain Privacy Act Information if public information is collected**
- C. That they are entirely optional**
- D. That they are available online for anyone to view**

Agencies must ensure that supplemental forms used in hiring contain Privacy Act Information if public information is collected because it is crucial to adhere to privacy regulations and protect the personal data of candidates. The Privacy Act mandates that agencies inform individuals how their information will be collected, used, and maintained, ensuring transparency and allowing candidates to understand their rights regarding any personal data they provide. This requirement helps foster trust between applicants and the agency by emphasizing the importance of privacy and data protection in the hiring process.

**10. What happens to records after a break in retaining for two years?**

- A. They are archived**
- B. They are deleted permanently**
- C. They must be retained for a total of three years**
- D. They can be reviewed again**

Records that experience a break in retention must ultimately be retained for a total of three years to ensure compliance with proper documentation and accountability standards. This is in line with the requirements set forth in many records management policies, which often specify a minimum retention period during which records must be preserved to satisfy legal and operational obligations. When a break occurs in the two-year period, it indicates that there may have been interruptions in the continuous tracking or management of those records. As a result, the requirement extends the overall retention period to three years. This extended retention allows for full compliance with applicable regulations and policies, ensuring that all relevant documentation remains available for audits, reviews, or investigations if needed. This context reinforces the importance of maintaining proper records management practices to avoid gaps in documentation retention that could lead to potential issues in accountability and transparency.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://deoh.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**