

DELEGATED EXAMINING OPERATIONS HANDBOOK (DEOH) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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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. 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.

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. 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!

Questions

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- 1. When may a selective factor be assessed during the hiring process?**
 - A. Only after the application has been submitted
 - B. During minimum qualifications review or certification
 - C. Only at the time of applicant selection
 - D. During the interview process
- 2. Is it permissible for an agency to require the submission of a cover letter as part of the application?**
 - A. Yes, it is mandatory
 - B. No, it must not be a requirement
 - C. Only if it includes specific competencies
 - D. Only for senior positions
- 3. How are eligibles ranked for positions restricted to preference eligibles?**
 - A. According to the length of service of each candidate
 - B. In order of educational qualifications only
 - C. Based on the order provided in the job announcement
 - D. In specific categories starting with ICTAP eligibles who have veteran's preference
- 4. At what point can an agency request an OF-306 form from applicants?**
 - A. At any time during the application process
 - B. After a conditional offer of employment is made
 - C. Only after the applicant has been hired
 - D. Upon application submission
- 5. What is one key objective of the application review phase?**
 - A. To directly interview candidates
 - B. To ensure applications meet eligibility and minimum qualifications
 - C. To finalize hiring decisions
 - D. To rank applicants by their experience

- 6. 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
- 7. Can active military members submit a "certification" instead of a DD214 when applying for a position?**
- A. Yes, they can
 - B. No, they must submit a DD214
 - C. Only if they are discharged within the year
 - D. Only for certain positions
- 8. What defines the order of entitlement when ranking eligibles under category rating procedures?**
- A. ICTAP eligible, Lost Consideration, Eligible CP/CPS Vets first
 - B. Eligible CP/CPS Vets, Lost Consideration, ICTAP eligible
 - C. Lost Consideration, ICTAP eligibles, Eligible CP/CPS Vets
 - D. No specific order is required
- 9. Are veterans' preference points utilized in the category ranking process?**
- A. Yes, heavily in both categories
 - B. No, they are not used in this process
 - C. Only for certain applicants
 - D. Only in federal jobs
- 10. What must be communicated to applicants regarding category rating procedures?**
- A. That they will receive individual scores
 - B. That category rating procedures will be used to rank eligible candidates
 - C. That interviews will be held to determine rankings
 - D. That only the highest scoring applicants will be considered

Answers

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

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Explanations

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1. When may a selective factor be assessed during the hiring process?

- A. Only after the application has been submitted
- B. During minimum qualifications review or certification**
- C. Only at the time of applicant selection
- D. During the interview process

The correct choice is that a selective factor may be assessed during the minimum qualifications review or certification. This process is crucial because it ensures that all applicants meet the essential criteria for a position before they proceed further in the hiring process. By evaluating selective factors at this stage, hiring managers can identify candidates who not only meet basic qualifications but also possess specific skills or attributes that enhance their suitability for the role. Assessing selective factors during the minimum qualifications review allows for a structured approach to narrowing the applicant pool. It helps in determining who qualifies for a position based on predefined criteria, which can include experience, education, and other essential traits. When selective factors are integrated into this early stage, it streamlines the hiring process and reinforces the alignment of candidates with the job's requirements. Other stages of the hiring process, such as the application submission or the interview, do not incorporate a systematic evaluation of selective factors in the same way. They may involve assessments of applicants' interpersonal skills or other soft skills but typically do not focus on the specific qualifications that selective factors aim to assess.

2. Is it permissible for an agency to require the submission of a cover letter as part of the application?

- A. Yes, it is mandatory
- B. No, it must not be a requirement**
- C. Only if it includes specific competencies
- D. Only for senior positions

In the context of the Delegated Examining Operations Handbook, the response indicating that requiring a cover letter must not be a requirement is accurate because it aligns with principles of equitable treatment in the application process. While agencies can suggest that applicants submit a cover letter, making it a mandatory component can inadvertently disadvantage candidates who may have strong qualifications but are not accustomed to traditional cover letter submissions. The intent behind this guideline is to ensure that the evaluation process is solely based on qualifications relevant to the position rather than on an applicant's ability to write a cover letter, which may not reflect their skills for the job at hand. This approach promotes a more inclusive recruitment strategy and recognizes that not all candidates will have the same access to resources or knowledge regarding application expectations. Including specific competencies in a cover letter or limiting the requirement to senior positions does not address the broader issue of ensuring equitable opportunity for all candidates, which is a crucial consideration in the hiring process. By not making the submission of a cover letter a requirement, agencies can focus on the essential qualifications and experiences that are the true indicators of a candidate's fit for the job.

3. How are eligibles ranked for positions restricted to preference eligibles?

- A. According to the length of service of each candidate
- B. In order of educational qualifications only
- C. Based on the order provided in the job announcement
- D. In specific categories starting with ICTAP eligibles who have veteran's preference

When positions are restricted to preference eligibles, those candidates are ranked according to their length of service. This ranking approach acknowledges the experience and commitment that candidates have demonstrated through their service, providing a fair basis for evaluating their qualifications in comparison to one another. It establishes a hierarchy among the preference eligibles, which is particularly important in positions explicitly aimed at veterans or those with specific preference statuses. This method of ranking prioritizes individuals based on their service duration, promoting a sense of equity by recognizing contributions and dedication over time. As a result, the length of service becomes a key factor in ensuring that those with more extensive backgrounds are favored in the selection process. The other options do not align with the correct process for ranking preference eligibles in this context. For instance, educational qualifications or the order of candidates based on job announcements do not take into account the significant aspect of service length, which directly influences eligibility and preference rankings. Additionally, while there are specific categories, such as ICTAP, these categories do not override the primary ranking method based on length of service for preference eligibles.

4. At what point can an agency request an OF-306 form from applicants?

- A. At any time during the application process
- B. After a conditional offer of employment is made
- C. Only after the applicant has been hired
- D. Upon application submission

The agency can request an OF-306 form from applicants after a conditional offer of employment is made because this timing allows the agency to collect necessary information regarding the applicant's background and suitability for the position without interfering in the initial application review process. The OF-306 form is typically used to gather information about an applicant's past employment, military service, and potential conflicts of interest, which are critical for making informed decisions once a candidate is being considered for hiring. Submitting the OF-306 after a conditional offer ensures that the agency does not engage in overly invasive inquiries before it has determined that the applicant is a viable candidate. This practice helps maintain privacy and reduces the likelihood of discouraging applicants who may not yet have been formally selected for the role. In addition, it aligns with federal hiring regulations that prioritize fair and equitable assessment of candidates. Other timing options, like requesting the OF-306 at any point during the application process, upon application submission, or only after hiring, do not conform to the standard procedures meant to protect applicants' privacy and ensure a fair selection process.

5. What is one key objective of the application review phase?

- A. To directly interview candidates
- B. To ensure applications meet eligibility and minimum qualifications**
- C. To finalize hiring decisions
- D. To rank applicants by their experience

One key objective of the application review phase is to ensure applications meet eligibility and minimum qualifications. During this phase, the reviewing team assesses each application against the established criteria to determine whether the candidates possess the necessary qualifications and meet specific eligibility requirements outlined in the job announcement. This process is critical as it establishes a baseline for candidate selection and helps to ensure that only those who have the appropriate background and skills advance to the next stages of the hiring process. The focus on meeting eligibility ensures compliance with federal regulations and promotes fairness and transparency in the selection process. Additionally, it helps identify candidates who are genuinely qualified for the role, setting the stage for further evaluation and selection methods that may follow.

6. 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.

7. Can active military members submit a "certification" instead of a DD214 when applying for a position?

- A. Yes, they can**
- B. No, they must submit a DD214
- C. Only if they are discharged within the year
- D. Only for certain positions

Active military members can indeed submit a "certification" instead of a DD214 when applying for a position. This is particularly important for those who are still on active duty, as they may not yet have received their DD214, which is typically issued upon discharge. The certification serves as an official document confirming their military service and allows for the verification of their eligibility for positions that require military experience or preferences in hiring. This practice is in place to ensure that individuals who are currently serving in the military are not at a disadvantage during the application process. By allowing active members to submit a certification, the hiring process is more inclusive and accommodates those who are still fulfilling their service commitments.

8. What defines the order of entitlement when ranking eligibles under category rating procedures?

- A. ICTAP eligible, Lost Consideration, Eligible CP/CPS Vets first**
- B. Eligible CP/CPS Vets, Lost Consideration, ICTAP eligible
- C. Lost Consideration, ICTAP eligibles, Eligible CP/CPS Vets
- D. No specific order is required

The correct response identifies the specific hierarchy established for ranking candidates under category rating procedures. In this context, "ICTAP eligible" refers to candidates who are eligible under the Interagency Career Transition Assistance Plan, while "Lost Consideration" pertains to those individuals who may have been overlooked in previous selection processes. The term "Eligible CP/CPS Vets" refers to those with veteran status who are entitled to certain preferences when applying for positions. The order indicated in the correct response is based on established regulations that prioritize the types of candidates. ICTAP eligibles are ranked first because they are transitioning federal employees who require specific consideration for job placements. Following them are "Lost Consideration" candidates, who have suffered a disadvantage in past applications, ensuring they also receive priority for positions. Finally, the ranking includes Eligible CP/CPS Vets, who are afforded preference by virtue of their veteran status, ensuring they have fair access to job opportunities. This prioritization showcases a structured approach to selecting candidates, highlighting the importance of certain eligibility statuses in the hiring process, thus reinforcing fairness and support for those with specific needs or circumstances.

9. Are veterans' preference points utilized in the category ranking process?

- A. Yes, heavily in both categories
- B. No, they are not used in this process**
- C. Only for certain applicants
- D. Only in federal jobs

In the context of the category ranking process, veterans' preference points are not utilized. The ranking process is primarily based on the qualifications and scores of the applicants, ensuring a fair assessment that focuses on merit. Veterans' preference is a separate factor that is applied once the ranking and scoring processes have taken place. This means that while veterans' preference points provide advantages in hiring for federal jobs, they do not influence how candidates are categorized or ranked in the initial stages of the selection process. This method maintains a focus on evaluating the skills and suitability of all candidates equally, irrespective of their veteran status until the final selection stage, where veterans' preferences may be acknowledged. Therefore, understanding the mechanics of this ranking process clarifies the distinct roles of qualifications and veterans' preferences in federal hiring practices.

10. What must be communicated to applicants regarding category rating procedures?

- A. That they will receive individual scores
- B. That category rating procedures will be used to rank eligible candidates**
- C. That interviews will be held to determine rankings
- D. That only the highest scoring applicants will be considered

The correct choice emphasizes the necessity of informing applicants that category rating procedures will be employed to rank eligible candidates. This communication is crucial because it outlines the basis on which candidates will be assessed and ultimately selected. Category rating procedures can simplify the evaluation process by grouping applicants into categories rather than assigning them individual scores. By clearly communicating this method, it ensures transparency in the hiring process, allowing candidates to understand how their qualifications will be evaluated relative to others. This approach not only promotes fairness but also sets clear expectations regarding the outcomes of their applications, thereby contributing to the overall credibility and integrity of the selection process.

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.

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!

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