IPPSA Check on Learning HR Professional DL Practice Exam (Sample)

Study Guide

Everything you need from our exam experts!

Table of Contents

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

1. **Which of the following is a risk management tool described in the material?**
   - A. Audit Reports
   - B. Payroll Scripts
   - C. Time Tracking
   - D. Attendance Logs

2. **The Change Effective Date for the Change of Position must fall within which date range?**
   - A. The Projected Begin Date and Projected End Date
   - B. The Projected Begin Date only
   - C. The Projected End Date only
   - D. Any date

3. **What is the name of the tile used to navigate to the Person Profiles page?**
   - A. Profile Management
   - B. KSB Dashboard
   - C. Member Center
   - D. Employee Center

4. **Which set of sections is displayed on the My Cases page?**
   - A. Links
   - B. Queries
   - C. My Cases Pivot
   - D. Links; Queries; My Cases Pivot

5. **The Wounded Information Query may be saved as which of the following formats?**
   - A. HTML
   - B. Excel
   - C. XML
   - D. PDF

6. Which action is used to move a case back toward revision by returning to draft state?

- **A. Back to Draft**
- **B. Approve**
- **C. Deny**
- **D. Recommend Approval**

7. The 360 Degree View pulls HR related information from which module?

- **A. Human Capital Management (HCM)**
- **B. Payroll**
- **C. Recruiting**
- **D. Talent Management**

8. Which combination of actions would you use to depart a member and then arrive the same member later on an assignment?

- **A. Other Actions; Depart Member and Other Actions; Arrive Member**
- **B. Other Actions; Arrive Member only**
- **C. Revoke Departure**
- **D. Other Actions; Depart Member only**

9. Which of the following links is found on the Manage Delegation page for Managers?

- **A. review proxies**
- **B. approve requests**
- **C. assign tasks**
- **D. view reports**

10. Which statement accurately describes the system's automatic email recipients for a case?

- **A. Member**
- **B. Assigned Helpdesk Agent**
- **C. Assigned Provider Group**
- **D. All of the above**

Answers

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

Explanations

1. Which of the following is a risk management tool described in the material?

A. Audit Reports

B. Payroll Scripts

C. Time Tracking

D. Attendance Logs

Managing risk relies on evidence-based evaluations that reveal where controls may be weak and where processes diverge from policy. Audit reports fit this need by providing formal, documented assessments that summarize findings from reviews of processes, controls, and compliance. They spotlight deviations, control gaps, and areas of potential risk, often noting the impact and recommended remediation. Because they create a governance-ready record of how controls performed over time, audit reports support regulatory compliance and ongoing improvement, making them a central risk management tool described in the material. Automating payroll with scripts improves accuracy and efficiency, but that tool is focused on processing—not evaluating risk or documenting control effectiveness. Time tracking and attendance logs are important records that feed various processes, yet they are data sources; they do not by themselves serve as the risk management mechanism described.

2. The Change Effective Date for the Change of Position must fall within which date range?

A. The Projected Begin Date and Projected End Date

B. The Projected Begin Date only

C. The Projected End Date only

D. Any date

The timing of a Change of Position is tied to the project's approved timeline. The Change Effective Date must fall within the Projected Begin Date and Projected End Date, inclusive. This ensures the change is made while the project is active and funded, keeping the employee's new role aligned with the project's staffing and budget. If the date were before the projected start, the change would precede the project's authorization; if after the projected end, the project would be concluded, leading to potential funding or reporting gaps. Therefore, only dates inside that window are permissible.

3. What is the name of the tile used to navigate to the Person Profiles page?

A. Profile Management

B. KSB Dashboard

C. Member Center

D. Employee Center

Labels in the UI guide you to the right area, and the tile named Profile Management clearly signals handling individual records. When you see Profile Management, you expect options to view, edit, and organize personal profiles, which matches the purpose of the Person Profiles page exactly. Other tiles like KSB Dashboard imply a metrics overview, while Member Center or Employee Center sound broader or departmental, not specifically about managing personal profiles. So, Profile Management is the intuitive, precise entry point to the Person Profiles area.

4. Which set of sections is displayed on the My Cases page?

A. Links

B. Queries

C. My Cases Pivot

D. Links; Queries; My Cases Pivot

Understanding which sections appear on the My Cases page helps you navigate and manage cases efficiently. On that page you'll see three distinct areas: a set of Links for quick access to related resources, a Queries area for searching or filtering cases, and a My Cases Pivot section that provides a consolidated view of your cases. All three are shown together, so the correct option lists Links; Queries; My Cases Pivot. Choosing any single section would omit part of the page layout you rely on for workflow.

5. The Wounded Information Query may be saved as which of the following formats?

A. HTML

B. Excel

C. XML

D. PDF

When saving a query result for distribution or archival, you want a format that preserves layout and is universally viewable. PDF does exactly that: it captures the exact appearance of the document—text, fonts, images, and tables—so it looks the same on any device or operating system. It's a self-contained format, meaning you don't rely on the original software to view it, which makes it ideal for sharing, printing, and long-term archival. PDFs can also be secured with passwords and permissions, helping maintain the integrity of the information. HTML would rely on a browser to render, which can lead to layout differences across devices and isn't ideal for a fixed, official record. Excel focuses on data in spreadsheets and invites edits, and its layout isn't fixed like a report. XML is a data format meant for exchanging information, not for presenting a ready-to-read document, so it isn't the best choice when a polished, static report is needed. PDF is the best fit because it provides a stable, readable, and secure presentation of the query results.

6. Which action is used to move a case back toward revision by returning to draft state?

A. Back to Draft

B. Approve

C. Deny

D. Recommend Approval

Moving a case back toward revision is accomplished by returning it to the draft state. This action puts the item into an editable mode, signaling that changes are needed and allowing the author to update information, address reviewer feedback, and resubmit for another review cycle. The draft status resets the workflow to begin the revision process again while keeping a record of what happened previously. Approving would push the case forward, Denying would close it, and recommending approval typically indicates readiness to proceed rather than to revise.

7. The 360 Degree View pulls HR related information from which module?

A. Human Capital Management (HCM)

B. Payroll

C. Recruiting

D. Talent Management

The 360 Degree View centers on a single, authoritative HR data source—the Human Capital Management (HCM) module—because it contains the essential employee records, job information, and benefits that define an individual's HR profile. Payroll handles pay processing, Recruiting focuses on candidates, and Talent Management covers performance and development. Since the goal is a complete HR picture built from the official employee data, the 360 Degree View draws its HR information from HCM.

8. Which combination of actions would you use to depart a member and then arrive the same member later on an assignment?

A. Other Actions; Depart Member and Other Actions; Arrive Member

B. Other Actions; Arrive Member only

C. Revoke Departure

D. Other Actions; Depart Member only

You handle both steps through the same control path, using the "Other Actions" option for both events. First, you choose Other Actions and select Depart Member to remove the person from the current assignment. Later on, when they're needed again, you return to Other Actions and select Arrive Member to place them back on the same assignment. This sequence is necessary because departing and arriving are distinct actions that must be performed separately to reflect the change in status over time. The alternative of arriving without departing wouldn't reflect the temporary departure, and revoking the departure would undo the departure rather than schedule a future arrival.

9. Which of the following links is found on the Manage Delegation page for Managers?

A. review proxies

B. approve requests

C. assign tasks

D. view reports

Managing delegation is about who can act on your behalf when you're unavailable. On the page that handles delegation settings, you'd expect to find a link that lets a manager review who is currently designated as a proxy and make adjustments as needed. That's why the link labeled "review proxies" fits best: it directly supports overseeing and modifying proxy relationships, ensuring the right people can step in for approvals or tasks when the manager isn't present. The other options point to ongoing actions or information—approving requests, assigning tasks, or viewing reports—not to the management of who has delegated authority.

10. Which statement accurately describes the system's automatic email recipients for a case?

A. Member

B. Assigned Helpdesk Agent

C. Assigned Provider Group

D. All of the above

Automatic notifications in case management are designed to keep all key participants informed. The system sends emails to the member, to the assigned Helpdesk Agent, and to the assigned Provider Group. This setup ensures the person who initiated or is associated with the case stays in the loop, the agent responsible for handling the case receives updates to manage the workflow, and the provider group involved can coordinate actions and respond as needed. Because all three groups are typically configured to receive updates, the statement that includes each of these recipients best describes the behavior. If you consider only one recipient type, you'd miss communications intended for the others, so including all three captures the complete behavior.

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://ippsahrprofessionaldl.examzify.com

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