

IPPSA Check on Learning HR Professional DL 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. 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. Under what conditions may a Member reopen a case created in the IPPS-A Help Center?**
 - A. The issue concerning the closed case resurfaced or is not resolved
 - B. The case can be reopened any time
 - C. Only if the case is refiled
 - D. Never reopen
- 2. Which Flag Report Code is used to add or remove SFPA Flags from a Member's personnel record?**
 - A. Initial
 - B. Final Report - Favorable
 - C. Erroneous Report
 - D. Update Flag
- 3. Select this action to revoke the arrival at an assignment.**
 - A. Revoke Arrival
 - B. Revoke Departure
 - C. Revoke End
 - D. Revoke Entry
- 4. Which field on the Personnel Restrictions page is used to remove the restriction?**
 - A. Start Date
 - B. End Date
 - C. Removal Date
 - D. Expiration Date
- 5. What is the maximum number of months allowed for both the begin and end dates?**
 - A. Three months
 - B. Six months
 - C. Nine months
 - D. Twelve months

- 6. What type(s) of actions are not available on the Admin Records Correction page?**
- A. Change the Date
 - B. Change the Name
 - C. Change the Rank
 - D. Add a Note
- 7. In order to reopen a case, its current status must be which of the following?**
- A. Open
 - B. Closed - Resolved
 - C. Closed - Canceled
 - D. In Progress
- 8. Display of the Duty Status Report is based on _____.**
- A. UICs Based on Row-Level Security
 - B. User Roles Only
 - C. Date Filters Only
 - D. Assignment Type
- 9. Which statement is true about the Active and Inactive statuses?**
- A. Both Active and Inactive are valid effective statuses
 - B. Only Active is an effective status
 - C. Only Inactive is an effective status
 - D. Neither Active nor Inactive is an effective status
- 10. What field must be completed first before the assignment can be created?**
- A. Projected Begin Date
 - B. End Date
 - C. Assignment Type
 - D. Supervisor

Answers

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

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Explanations

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1. Under what conditions may a Member reopen a case created in the IPPS-A Help Center?

- A. The issue concerning the closed case resurfaced or is not resolved**
- B. The case can be reopened any time
- C. Only if the case is refiled
- D. Never reopen

Reopening a case in IPPS-A Help Center happens when the original issue comes back or hasn't been fully resolved. If the closed case issue resurfaces or remains unresolved, reopening allows agents to review the new details and continue assisting. This isn't automatic at any time, it isn't about filing a new case for the same problem, and there isn't a blanket rule that never allows reopening. The idea is to provide continued support for issues that recur or weren't fully resolved, so reopening is appropriate precisely in those situations.

2. Which Flag Report Code is used to add or remove SFPA Flags from a Member's personnel record?

- A. Initial**
- B. Final Report - Favorable
- C. Erroneous Report
- D. Update Flag

Flag reports use specific codes to indicate the action taken on a member's SFPA Flags. The initial flag report is the entry that creates the flag state on a personnel record. When you need to add or remove SFPA Flags, you're effectively establishing or resetting the flags on file, which is what the initial report does. The other codes have different purposes: a final report communicates the conclusion of a review; an erroneous report is used to correct a mistake in a previously submitted report; an update flag code would be used for changes to an existing flag after the baseline has been set, not for establishing the initial state. Therefore, the initial flag report code is the correct choice for adding or removing SFPA Flags from a member's personnel record.

3. Select this action to revoke the arrival at an assignment.

- A. Revoke Arrival**
- B. Revoke Departure
- C. Revoke End
- D. Revoke Entry

Undoing the check-in at an assignment is done by revoking the arrival. This action directly targets the event of arriving, so it cleanly removes the record of having arrived at the assignment. The other options don't match the event you want to reverse: revoking departure would undo the time you left, not the time you arrived; revoking end would cancel the end of the assignment, not the arrival; revoking entry would remove a log of entering something, which is a different action from canceling the arrival itself.

4. Which field on the Personnel Restrictions page is used to remove the restriction?

- A. Start Date
- B. End Date**
- C. Removal Date
- D. Expiration Date

Restrictions apply only within a defined time window from a start date to an end date. The End Date is the boundary that ends that window, so setting or updating the End Date effectively removes the restriction when that date arrives. The Start Date only marks when it begins, Removal Date is typically a log of when the change happened, and Expiration Date pertains to a different auto-expiry mechanism, not the direct end of this specific restriction.

5. What is the maximum number of months allowed for both the begin and end dates?

- A. Three months
- B. Six months**
- C. Nine months
- D. Twelve months

The concept here is that the time window defined by a start (begin) date and an end date must stay within a fixed duration. In this rule, the end date must be within six months of the begin date, so the maximum span you can have between the two dates is six months. This keeps the period short, predictable, and easy to manage. If you try to place an end date more than six months after the start, it would violate the limit and be invalid. Shorter windows are allowed, but longer ones beyond six months aren't permitted.

6. What type(s) of actions are not available on the Admin Records Correction page?

- A. Change the Date**
- B. Change the Name
- C. Change the Rank
- D. Add a Note

The key idea here is preserving the record's timeline and audit trail. On the Admin Records Correction page, the date is not editable because changing when an event occurred would distort the historical sequence and undermine accountability. You're typically allowed to fix identifying details, like the name or rank, if they were recorded incorrectly, and you can add a note to explain the reason for the correction and provide context for future reviewers. So, changing the date isn't possible, making that action unavailable, while updating other fields and notes is permissible.

7. In order to reopen a case, its current status must be which of the following?

- A. Open
- B. Closed - Resolved**
- C. Closed - Canceled
- D. In Progress

Reopening a case hinges on the case being in a closed state that shows it was concluded with a resolution. When a case is Closed - Resolved, the system records that the issue was addressed and a resolution exists, but it's still permissible to reopen if new information or issues surface. If the case is still Open or In Progress, it's active and not in a closed state, so reuse or reopening isn't applicable. If it's Closed - Canceled, the case was terminated without a valid resolution, and typically isn't reopened because there's no final remedy to build from. So the appropriate state to reopen from is Closed - Resolved.

8. Display of the Duty Status Report is based on _____.

- A. UICs Based on Row-Level Security**
- B. User Roles Only
- C. Date Filters Only
- D. Assignment Type

Row-level security tied to Unit Identification Codes controls exactly which records a user is allowed to see in the Duty Status Report. In practice, the system links a user to one or more UICs and then filters the report data so that only rows matching those UICs are displayed. This ensures that personnel data remains visible only to the units the user belongs to, which is essential for protecting sensitive information and maintaining proper data boundaries. Relying on user roles alone isn't the same, because roles can grant broad access without automatically restricting visibility to a user's specific unit. Date filters merely limit the time period and don't enforce unit-based restrictions. Assignment type is a data attribute that could affect filtering, but it doesn't establish who can view which rows. The UIC-based row-level security directly governs who sees what in the Duty Status Report.

9. Which statement is true about the Active and Inactive statuses?

- A. Both Active and Inactive are valid effective statuses**
- B. Only Active is an effective status
- C. Only Inactive is an effective status
- D. Neither Active nor Inactive is an effective status

An effective status is the state that governs how rules apply to a record during a specific time period. Both Active and Inactive can be in effect, depending on what is happening with the person and when. When someone is currently working, Active drives eligibility for payroll, benefits, and access. If someone is on leave, between assignments, or otherwise not actively working but still in the system, Inactive can be the controlling state for that period. Because you need to reflect both ongoing employment and transitional moments, both statuses are valid as effective statuses. Relying on only one would fail to capture real-world situations like leaves or upcoming rehires, whereas allowing both keeps the data accurate and the rules consistent across time.

10. What field must be completed first before the assignment can be created?

A. Projected Begin Date

B. End Date

C. Assignment Type

D. Supervisor

Scheduling relies on a start point to anchor the entire timeline. The projected begin date provides that anchor, allowing the system to place the assignment on a calendar, calculate duration, and validate downstream dates and dependencies. Without a start date, you can't reliably determine how long the work will take or when it must finish, so the record can't be meaningfully created. End date, assignment type, and supervisor are important, but they rely on the start date being established first; they're typically filled in after the schedule is set or as part of subsequent steps. So the projected begin date is the field that must be completed first.

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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!

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