

IPPSA CHECK ON LEARNING HR PROFESSIONAL DL PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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. Which action is used to add an intermediate reviewer to a Member's assignment?**
 - A. Add an Intermediate Approver
 - B. Add an Approver
 - C. Approve
 - D. Back to Draft
- 2. If a UIC hierarchy search yields more than 1,000 results, which action should you take to continue?**
 - A. Select a lower level UIC
 - B. Refine search by keyword
 - C. Increase the maximum results
 - D. Export and filter offline
- 3. The automated validation process to determine if training requirements have been met is called what?**
 - A. ELM Verification
 - B. LMS Audit
 - C. Training Compliance Check
 - D. Certification Validation
- 4. On which tab does the Member's Person Profile default?**
 - A. Career Management
 - B. Performance
 - C. Admin
 - D. Profile Details
- 5. When creating a Run Control ID, is it acceptable to include blank spaces?**
 - A. Yes, spaces are allowed.
 - B. No, spaces are not allowed.
 - C. Only at the end of the ID.
 - D. Only in the middle of the ID.

- 6. Which data element is used to identify an individual on the Awards Eligibility Roster?**
- A. Empl ID
 - B. Name
 - C. Job Code
 - D. Rank
- 7. Which statement about the Spousal Letter accessibility is accurate?**
- A. It cannot be opened in IPPS-A
 - B. It can be opened in IPPS-A
 - C. It is not stored in the system
 - D. It is always updated automatically
- 8. On the Field Duty page, the Update Details button is used to change dates.**
- A. True
 - B. False
 - C. Not Applicable
 - D. Unknown
- 9. Before changes can be made to a Special or Incentive Pay request and before re-submitting, what status must the request be in?**
- A. Approved
 - B. Pending
 - C. Denied
 - D. Saved
- 10. The 360 Degree View aggregates HR information from which system as a data source?**
- A. Human Capital Management (HCM)
 - B. Payroll
 - C. Recruiting
 - D. CRM

Answers

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

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Explanations

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1. Which action is used to add an intermediate reviewer to a Member's assignment?

- A. Add an Intermediate Approver**
- B. Add an Approver
- C. Approve
- D. Back to Draft

In an approval workflow, you can insert different reviewers at various stages. To place someone between the initial reviewer and the final authority, you add an intermediate reviewer. The action that matches this role is adding an intermediate approver, which creates the extra review step for that person. Adding an approver would typically designate the final reviewer, not the middle layer. Approving completes the current step rather than adjusting who reviews. Sending back to draft moves the assignment back for edits, not alter the review chain.

2. If a UIC hierarchy search yields more than 1,000 results, which action should you take to continue?

- A. Select a lower level UIC**
- B. Refine search by keyword
- C. Increase the maximum results
- D. Export and filter offline

When a UIC hierarchy search returns more than a thousand results, the best way to continue is to drill down by selecting a lower level in the hierarchy. Moving to a more specific level narrows the scope from broad categories to a focused subset, making the results manageable and directly relevant to the area you're investigating. This keeps you within the same workflow and avoids the inefficiency of scrolling through thousands of items. While other tactics like refining by keyword can help, they may still yield many results if terms are broad. Increasing the maximum results isn't always possible or effective, and exporting to filter offline adds extra steps and leaves the current workflow.

3. The automated validation process to determine if training requirements have been met is called what?

- A. ELM Verification**
- B. LMS Audit
- C. Training Compliance Check
- D. Certification Validation

Automated validation of training requirements is a check inside an electronic learning environment that automatically confirms whether a learner has completed what's required—courses, assessments, prerequisites, and the right timelines—and updates their status accordingly. This ongoing verification is what ELM Verification represents, ensuring accuracy and enabling smooth progression without manual review. LMS Audit focuses on the learning management system itself—its configuration, data integrity, and compliance with standards—rather than on whether a specific learner has met all training requirements. A Training Compliance Check is a broader term that can apply to verifying adherence to rules or regulations, but it isn't the specific automated process of validating individual training completion. Certification Validation centers on external credentials or certifications, not the internal training status tracked within the system.

4. On which tab does the Member's Person Profile default?

A. Career Management

B. Performance

C. Admin

D. Profile Details

The main idea here is how the Member's Profile is shown when you first open it—the default tab that loads. The system is designed to put career development front and center, so the Career Management tab is the one that opens by default. This area brings together the member's career path, skills, learning goals, development plans, and potential succession considerations, which HR teams use most often to guide growth and planning. Other tabs exist for different purposes: Performance focuses on reviews and appraisals, Admin handles system settings and permissions, and Profile Details stores basic personal information. While configurations can vary, the typical setup in this context is to land on Career Management first.

5. When creating a Run Control ID, is it acceptable to include blank spaces?

A. Yes, spaces are allowed.

B. No, spaces are not allowed.

C. Only at the end of the ID.

D. Only in the middle of the ID.

Run Control IDs need to be a compact, machine-friendly identifier used in logs, scripts, and database lookups. Because these IDs are parsed and passed around by automated processes, any spaces can cause parsing errors, misrouting, or the system failing to locate the correct run configuration. To keep handling reliable, spaces are not allowed anywhere in the ID. So the correct approach is not to include blank spaces.

6. Which data element is used to identify an individual on the Awards Eligibility Roster?

A. Empl ID

B. Name

C. Job Code

D. Rank

A roster that tracks eligibility needs a unique reference for each person. The employee ID serves that role because it is a distinct, persistent identifier assigned to every individual in HR systems. Names can be shared or change over time, and job code or rank describe a person's role or status at a moment, not who the person is. Using the Empl ID ensures precise matching of records across systems, preserves consistency when names or roles change, and prevents mix-ups when evaluating eligibility for awards.

7. Which statement about the Spousal Letter accessibility is accurate?

- A. It cannot be opened in IPPS-A**
- B. It can be opened in IPPS-A
- C. It is not stored in the system
- D. It is always updated automatically

In IPPS-A, not every document is opened directly inside the system; some items require viewing through external portals or secure viewers. The Spousal Letter is one of those that cannot be opened within IPPS-A itself, so the statement that you cannot open it there is the accurate description of its accessibility. This doesn't necessarily claim where or how you can access it outside IPPS-A, just that the IPPS-A interface won't render it for direct viewing. The other options would imply that the letter is accessible inside IPPS-A, that it isn't stored somewhere, or that it updates automatically, none of which align with how this particular document is handled in typical IPPS-A configurations.

8. On the Field Duty page, the Update Details button is used to change dates.

- A. True
- B. False**
- C. Not Applicable
- D. Unknown

Buttons labeled Update Details are meant to commit changes to descriptive or non-date fields, such as notes, location, or other attributes of the duty record. They aren't the control you use to alter the schedule itself. Dates are typically changed through a date picker or a dedicated date-editing option within the Field Duty page, and then you would save those changes. That's why the statement is not correct: updating dates isn't accomplished by the Update Details button. If you adjust the dates in their proper date fields and then use the appropriate save action, the changes are recorded.

9. Before changes can be made to a Special or Incentive Pay request and before re-submitting, what status must the request be in?

- A. Approved**
- B. Pending
- C. Denied
- D. Saved

In this workflow, the status tells you what you're allowed to do next. Changes to a Special or Incentive Pay request and the act of re-submitting are permitted only after the request has reached Approved. That approval status means the initial review is complete and the record is in a state where amendments can be processed as a new submission cycle. If the request were in Saved, Pending, or Denied, the system would not allow you to make the changes and re-submit in the same way, so those statuses block the modification step.

10. The 360 Degree View aggregates HR information from which system as a data source?

A. Human Capital Management (HCM)

B. Payroll

C. Recruiting

D. CRM

The 360 Degree View pulls HR information from the Human Capital Management system. This system serves as the central repository for employee data—personal details, job history, roles, compensation, benefits, performance, training, and other HR attributes—providing a complete dataset for analytics and reporting. Other modules like payroll, recruiting, or CRM handle specific areas (earnings, applicant workflows, or customer relationships) and may exchange data with the HCM, but the authoritative source for the HR data in a 360-degree view is the HCM itself.

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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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