



# ***POSTAL SERVICE***

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# ***STUDY GUIDE***

## **Postal Service Practice Exam Sample Exam # 1 Exam # 473E**

# About Exam 473E

This exam is the most often used exam for Postal Service job openings. Almost 90% of all Postal Service job openings are filled using this exam. Even many part time jobs are filled using this exam. This exam is used for so many job openings that it is sometimes referred to as the Postal Battery Exam, General Entrance Battery Exam among other names. Obviously, it is to your benefit to become familiar with this exam.

Exam 473E has two separate sections.

The first section is the Personal Characteristics & Experience Inventory section (known as PCEI or PCI). Because this section is a part of multiple exams, we went over this section in the “Postal Service and Other Government Job Opportunities Guide”. The Guide was available for download separately, when you downloaded this practice exam. If you did not download the Guide when you downloaded this practice exam, you can simply refer back to the email we sent you for the download link to access the “Postal Service and Other Government Job Opportunities Guide ”.

The second section contains the majority of the exam. This section consists of 3 parts:

- A. Address Checking
- B. Address Coding  
and Memory
- C. Forms Completion

# Sample EXAM # 1

Part I Address Checking

Questions: 95  
Time: 6 minutes

Directions: Decide which of these addresses is Alike or Different and mark the answer sheet "A" for alike and "D" for different. The answer sheets are behind this exam.

- |                           |                       |
|---------------------------|-----------------------|
| 1. 5609 N Blue Valley Rd  | 5608 Blue Valley Rd   |
| 2. 16004 E 23             | 16004 E 23            |
| 3. 1813 S Rankin Dr 92405 | 1813 S Rakin Dr 92405 |
| 4. 3201 S Vermont         | 3210 S Vermont        |
| 5. 4138 NE Hampstead Dr   | 4138 NE Hampstead Dr  |
| 6. 112 Kendall Rd 32056   | 112 Kendall Rd 32056  |
| 7. 16701 E Larkspur Ln    | 16701 E Larkpur Ln    |
| 8. 1008 NE Kenwood Dr.    | 1008 NE Kenwood Ln    |
| 9. 3912 Lees Rd.          | 3912 Lees Rd.         |
| 10. 4528 NE Webster Dr.   | 4528 SE Webster Dr.   |
| 11. 3504 N Pleasant 61532 | 3504 N Pleasant 61532 |
| 12. 16524 E 41Terr        | 16523 E 41 Terr       |
| 13. 12300 E 43            | 12300 E 43            |
| 14. 1212 E Frederick      | 1211 E Frederick      |
| 15. 747 N Dover Dr.       | 747 S Dover Dr.       |
| 16. 4810 Maybrook Ct.     | 4809 Maybrook Ct.     |
| 17. 3211 S Reynolds Ave   | 3211 S Reynolds Ave   |
| 18. 815 Ute               | 815 Utah              |
| 19. 20116 E 12 Terr 23691 | 20116 E 12 Terr 23691 |
| 20. 18005 Holke Rd        | 18005 Hoke Rd         |
| 21. 120 E Linden          | 102 E Linden          |
| 22. 506 W 35 Terr         | 506 W 35 Terr         |

23. 15601 E 40 Terr	15600 E 40 Terr
24. 701 Redwood Dr	701 Redwood Dr
25. 834 W 24 Terr	834 W 24 Rd
26. 1326 E Frederick	1326 E Frederickson
27. 11530 E Winner Rd	11530 E Winner Rd
28. 1700 N McCoy 48532	1709 N McCoy 48532
29. 1507 W 27 Terr	1502 W 27 Terr
30. 18011 E Dakota Dr.	18012 E Dakota Dr.
31. 12806 E 50 Terr	12806 E 50 Terr
32. 2641 Collins	2641 Collins
33. 1810 S Maywood	1810 S Maywod
34. 2501 S Tamaqua	2501 S Tamaqua
35. 1000 S Woodbury	100 S Woodbury
36. 12403 E 33 Terr	12404 E 33 Terr
37. 1629 Drumm 75645	1629 Drumm 75645
38. 4003 S. Crysler Ave	4002 S. Crysler Ave
39. 3916 S Queen Ridge Dr	3919 S Queen Ridge Dr
40. 2214 S Home 54269	2214 S Home 54269
41. 16113 E 28 Terr	16113 E 28 Terr
42. 3600 Jackson Dr	3609 Jackson Dr
43. 18837 E Wigwam Dr.	18837 E Wigwam Dr.
44. 9715 E 24 Hwy	9716 E 24 Hwy
45. 19207 E 6N	19206 E 6N
46. 714 N Rogers 97625	715 N Rogers 97625
47. 16004 E 32q	16004 E 32q
48. 1104 W 31	1102 W 31
49. 4121 S Osage	4122 S Osage
50. 3633 S Park	3633 S Park
51. 8717 E Lexington	8716 E Lexington
52. 3713 S Queen Ridge Dr	3716 S Queen Ridge Dr
53. 4400 S Union 21695	4400 S Union 21695
54. 14501 E 36 <sup>th</sup> Terr	14502 E 36 <sup>th</sup> Terr

55. 2308 S Northern  
56. 11328 E Winner Rd  
57. 3606 Shady Bend Dr  
58. 17221 E 31 Terr  
59. 11615 E Lexington  
60. 16916 E Ellison Way  
61. 331 W Sea  
62. 1609 W 24 Terr  
63. 2328 S Harvard  
64. 136 N Home 26451  
65. 17010 E 3 Terr  
66. 17226 E 40  
67. 620 N River Blvd  
68. 2900 S 291 Hwy  
69. 4901 S Valley View Rd  
70. 1226 S Hocker 64259  
71. 1208 W Lexington  
72. 209 W Claremont  
73. 12505 E 34 Terr  
74. 17212 E 41 St  
75. 13401 E 43 Place  
76. 1904 N Jennings Rd  
77. 16107 E 28 Terr  
78. 3706 S Claremont  
79. 9412 E 16 45926  
80. 186 S Oak Hill Cluster  
81. 4709 Holke Dr  
82. 1525 S Osage  
83. 1309 N Cottage  
84. 16000 E 25 26751  
85. 1705 Ponca Dr  
86. 4536 S Noland Rd

2308 S Northern  
11328 E Winner Rd  
3606 Shady Bend Dr  
17121 E 31 Terr  
11612 E Lexington  
16919 E Ellison Way  
331 W See  
1609 W 24 Terr  
2329 S Harvard  
136 N Home 26451  
17090 E 3 Terr  
17226 E 40  
620 N River Blvd  
2900 S 291 Hwy  
4901 S Valley View Rd  
1229 S Hocker 64259  
1208 W Lexington Rd  
206 W Claremont  
12505 E 34 Terr  
17121 E 41 St  
13402 E 43 Place  
1904 N Jennings Rd  
16109 E 28 Terr  
3709 S Claremont  
9412 E 16 45926  
186 S Oak Hill Court  
4709 Holke Dr  
1525 S Osage  
1306 N Cottage  
1600 E 25 26751  
1705 Ponc Dr  
4536 S Noland Rd

- 87. 1157 Cottage
- 88. 1400 Willow
- 89. 18605 E 14 Terr
- 90. 1119 N Liberty
- 91. 20813 E 13 Terr
- 92. 3201 S Vermont
- 93. 20417 15 Terr
- 94. 924 N Main 56782
- 95. 3714 Blue Ridge Blvd

- 1152 Cottage
- 140 Willow
- 18605 E 14 Terr
- 119 N Liberty
- 20813 E 13 Terr
- 3201 S Vermnt
- 20417 15 Terr
- 926 N Main 56782
- 3714 Blue Ridge Road

# Sample Exam # 1 Answer Grid

## Part I Address Checking

1. ☐ A ☐ D
2. ☐ A ☐ D
3. ☐ A ☐ D
4. ☐ A ☐ D
5. ☐ A ☐ D
6. ☐ A ☐ D
7. ☐ A ☐ D
8. ☐ A ☐ D
9. ☐ A ☐ D
10. ☐ A ☐ D
11. ☐ A ☐ D
12. ☐ A ☐ D
13. ☐ A ☐ D
14. ☐ A ☐ D
15. ☐ A ☐ D
16. ☐ A ☐ D
17. ☐ A ☐ D
18. ☐ A ☐ D
19. ☐ A ☐ D
20. ☐ A ☐ D
21. ☐ A ☐ D
22. ☐ A ☐ D
23. ☐ A ☐ D
24. ☐ A ☐ D
25. ☐ A ☐ D
26. ☐ A ☐ D
27. ☐ A ☐ D
28. ☐ A ☐ D
29. ☐ A ☐ D
30. ☐ A ☐ D
31. ☐ A ☐ D
32. ☐ A ☐ D

33. ☐ A ☐ D
34. ☐ A ☐ D
35. ☐ A ☐ D
36. ☐ A ☐ D
37. ☐ A ☐ D
38. ☐ A ☐ D
39. ☐ A ☐ D
40. ☐ A ☐ D
41. ☐ A ☐ D
42. ☐ A ☐ D
43. ☐ A ☐ D
44. ☐ A ☐ D
45. ☐ A ☐ D
46. ☐ A ☐ D
47. ☐ A ☐ D
48. ☐ A ☐ D
49. ☐ A ☐ D
50. ☐ A ☐ D
51. ☐ A ☐ D
52. ☐ A ☐ D
53. ☐ A ☐ D
54. ☐ A ☐ D
55. ☐ A ☐ D
56. ☐ A ☐ D
57. ☐ A ☐ D
58. ☐ A ☐ D
59. ☐ A ☐ D
60. ☐ A ☐ D
61. ☐ A ☐ D
62. ☐ A ☐ D
63. ☐ A ☐ D
64. ☐ A ☐ D

65. ☐ A ☐ D
66. ☐ A ☐ D
67. ☐ A ☐ D
68. ☐ A ☐ D
69. ☐ A ☐ D
70. ☐ A ☐ D
71. ☐ A ☐ D
72. ☐ A ☐ D
73. ☐ A ☐ D
74. ☐ A ☐ D
75. ☐ A ☐ D
76. ☐ A ☐ D
77. ☐ A ☐ D
78. ☐ A ☐ D
79. ☐ A ☐ D
80. ☐ A ☐ D
81. ☐ A ☐ D
82. ☐ A ☐ D
83. ☐ A ☐ D
84. ☐ A ☐ D
85. ☐ A ☐ D
86. ☐ A ☐ D
87. ☐ A ☐ D
88. ☐ A ☐ D
89. ☐ A ☐ D
90. ☐ A ☐ D
91. ☐ A ☐ D
92. ☐ A ☐ D
93. ☐ A ☐ D
94. ☐ A ☐ D
95. ☐ A ☐ D

# Sample Exam Practice Exam Answer Key

## Part I - Address Checking

1. D	34. A	67. A
2. A	35. D	68. A
3. D	36. D	69. A
4. D	37. A	70. D
5. A	38. D	71. D
6. A	39. D	72. D
7. D	40. A	73. A
8. D	41. A	74. D
9. A	42. D	75. D
10. D	43. A	76. A
11. A	44. D	77. D
12. D	45. D	78. D
13. A	46. D	79. A
14. D	47. A	80. D
15. D	48. D	81. A
16. D	49. D	82. A
17. A	50. A	83. D
18. D	51. D	84. D
19. A	52. D	85. D
20. D	53. A	86. A
21. D	54. D	87. D
22. A	55. A	88. D
23. D	56. A	89. A
24. A	57. A	90. D
25. D	58. D	91. A
26. D	59. D	92. D
27. A	60. D	93. A
28. D	61. D	94. D
29. D	62. A	95. D
30. D	63. D	
31. A	64. A	
32. A	65. D	
33. D	66. A	



This is really a 2 section part, one for coding and one for memory. The memory section is the more difficult part and is our main focus here. During the coding section you will simply look at the chart and pick which group an address falls in, A, B, C, or D. The coding section is basically an open book test and as long as you look at the chart, the placing of the addresses is fairly simple. However, during the memory section, once the timed exam has started, you will not be allowed to look back at the groups of addresses. For this sample exam, during the memory section, you may study the following table of addresses for 5 minutes. You need to focus on memorizing which letter group the address appears in. On the exam itself you will simply need to remember which letter group that particular address was in. After 5 minutes put the table of addresses aside and begin the exam. You are not able to look at the table after you have started the exam. The answer sheets are behind the exam.

Group A

4200 - 4600 Peck Dr  
Spring St  
500 - 900 Kiger Rd  
3400 - 3800 Willis

Group B

1200 - 1600 Ash  
300 - 600 Redwood  
Whitney Rd  
400 - 800 Farview

Group C

600 - 900 Crysler  
Kentucky Rd  
1200 - 1600 Gill  
5000 - 9000 Marion

Group D

Dover Blvd  
1200 - 1400 Maywood  
400 - 700 Wilson  
3400 - 3800 Main

Group E

100 - 400 McCoy  
1100 - 1400 Hall Rd  
Claremont Dr  
8200 - 8600 Gudgell

Directions: On your Answer Sheet show which letter group that address was in (from the prior table). A, B, C, D, or E. Remember you may not look back at the table once you have begun the exam.

1. 600 - 900 Crysler
2. Dover Blvd
3. 4200 - 4600 Peck Dr
4. 1200 - 1600 Ash
5. Kentucky Rd
6. Spring St
7. 300 - 600 Redwood
8. 500 - 900 Kiger Rd
9. Whitney Rd
10. 1200 - 1600 Gill
11. 3400-3800 Willis
12. 5000 - 9000 Marion
13. 400 - 800 Farview
14. 3400 - 3800 Main
15. 100 - 400 McCoy
16. 3400 - 3800 Willis
17. Whitney Rd
18. 1200 - 1400 Maywood
19. 600 - 900 Crysler
20. 400 - 700 Wilson
21. 1200 - 1600 Gill
22. 400 - 800 Farview
23. 500 - 900 Kiger Rd
24. Dover Blvd
25. Kentucky Rd
26. 4200 - 4600 Peck Dr

27. 300 - 600 Redwood
28. 400 - 700 Wilson
29. Spring St
30. 1200 - 1600 Gill
31. Whitney Rd
32. 500 - 900 Kiger
33. 3400 - 3800 Willis
34. 1200 - 1600 Gill
35. Dover Blvd
36. 600 - 900 Crysler
37. 1200 - 1600 Ash
38. 1200 - 1400 Maywood
39. 400 - 800 Farview
40. 400 - 700 Wilson
41. 300 - 600 Redwood
42. Kentucky Rd
43. Spring St
44. 3400 - 3800 Main
45. 1200 - 1600 Ash
46. 5000 - 9000 Marion
47. 4200 -4600 Peck Dr
48. Claremont Dr
49. 1200 - 1400 Maywood
50. 3400 - 3800 Willis
51. Whitney Rd
52. 5000 - 900 Marion
53. 500 - 900 Kiger Rd
54. 100 - 400 McCoy
55. 600 - 900 Crysler
56. 1200 - 1600 Ash
57. 1100 - 1400 Hall Rd
58. 8200 - 8600 Gudgell

59. 4200 - 4600 Peck Dr
60. 1200 - 1600 Gill
61. 3400 - 3800 Main
62. Claremont Dr
63. 300 - 600 Redwood
64. 3400 - 3800 Main
65. Kentucky Rd
66. 600 - 900 Crysler
67. Spring St
68. Dover Blvd
69. 5000 - 9000 Marion
70. 100 - 400 McCoy
71. 500 - 900 Kiger Rd
72. 400 - 700 Wilson
73. 400 - 800 Farview
74. 1100 - 1400 Hall Rd
75. 1200 - 1400 Maywood
76. Spring St
77. 1200 - 1600 Ash
78. Whitney Rd
79. 1200 - 1600 Gill
80. 300 - 600 Redwood
81. 3400 - 3800 Main
82. Claremont Dr
83. 4200 - 4600 Peck Dr
84. Kentucky Rd
85. 100 - 400 McCoy
86. 400 - 800 Farview
87. 8200 - 8600 Gudgell
88. 500 - 900 Kiger Rd

# Sample Exam # 1 Answer Grid

## Part II Address Memory

1.	A	B	C	D	E
2.	A	B	C	D	E
3.	A	B	C	D	E
4.	A	B	C	D	E
5.	A	B	C	D	E
6.	A	B	C	D	E
7.	A	B	C	D	E
8.	A	B	C	D	E
9.	A	B	C	D	E
10.	A	B	C	D	E
11.	A	B	C	D	E
12.	A	B	C	D	E
13.	A	B	C	D	E
14.	A	B	C	D	E
15.	A	B	C	D	E
16.	A	B	C	D	E
17.	A	B	C	D	E
18.	A	B	C	D	E
19.	A	B	C	D	E
20.	A	B	C	D	E
21.	A	B	C	D	E
22.	A	B	C	D	E
23.	A	B	C	D	E
24.	A	B	C	D	E
25.	A	B	C	D	E
26.	A	B	C	D	E
27.	A	B	C	D	E
28.	A	B	C	D	E
29.	A	B	C	D	E
30.	A	B	C	D	E

31.	A	B	C	D	E
32.	A	B	C	D	E
33.	A	B	C	D	E
34.	A	B	C	D	E
35.	A	B	C	D	E
36.	A	B	C	D	E
37.	A	B	C	D	E
38.	A	B	C	D	E
39.	A	B	C	D	E
40.	A	B	C	D	E
41.	A	B	C	D	E
42.	A	B	C	D	E
43.	A	B	C	D	E
44.	A	B	C	D	E
45.	A	B	C	D	E
46.	A	B	C	D	E
47.	A	B	C	D	E
48.	A	B	C	D	E
49.	A	B	C	D	E
50.	A	B	C	D	E
51.	A	B	C	D	E
52.	A	B	C	D	E
53.	A	B	C	D	E
54.	A	B	C	D	E
55.	A	B	C	D	E
56.	A	B	C	D	E
57.	A	B	C	D	E
58.	A	B	C	D	E
59.	A	B	C	D	E
60.	A	B	C	D	E

61.	A	B	C	D	E
62.	A	B	C	D	E
63.	A	B	C	D	E
64.	A	B	C	D	E
65.	A	B	C	D	E
66.	A	B	C	D	E
67.	A	B	C	D	E
68.	A	B	C	D	E
69.	A	B	C	D	E
70.	A	B	C	D	E
71.	A	B	C	D	E
72.	A	B	C	D	E
73.	A	B	C	D	E
74.	A	B	C	D	E
75.	A	B	C	D	E
76.	A	B	C	D	E
77.	A	B	C	D	E
78.	A	B	C	D	E
79.	A	B	C	D	E
80.	A	B	C	D	E
81.	A	B	C	D	E
82.	A	B	C	D	E
83.	A	B	C	D	E
84.	A	B	C	D	E
85.	A	B	C	D	E
86.	A	B	C	D	E
87.	A	B	C	D	E
88.	A	B	C	D	E

# Practice Exam Answer Key

## Part II - Address Memory

- |       |       |       |
|-------|-------|-------|
| 1. C  | 34. C | 67. A |
| 2. D  | 35. D | 68. D |
| 3. A  | 36. C | 69. C |
| 4. B  | 37. B | 70. E |
| 5. C  | 38. D | 71. A |
| 6. A  | 39. B | 72. D |
| 7. B  | 40. D | 73. B |
| 8. A  | 41. B | 74. E |
| 9. B  | 42. C | 75. D |
| 10. C | 43. A | 76. A |
| 11. A | 44. D | 77. B |
| 12. C | 45. B | 78. B |
| 13. B | 46. C | 79. C |
| 14. D | 47. A | 80. B |
| 15. E | 48. E | 81. D |
| 16. A | 49. D | 82. E |
| 17. B | 50. A | 83. A |
| 18. D | 51. B | 84. C |
| 19. C | 52. C | 85. E |
| 20. D | 53. A | 86. B |
| 21. C | 54. E | 87. E |
| 22. B | 55. C | 88. A |
| 23. A | 56. B |       |
| 24. D | 57. E |       |
| 25. C | 58. E |       |
| 26. A | 59. A |       |
| 27. B | 60. C |       |
| 28. D | 61. D |       |
| 29. A | 62. E |       |
| 30. C | 63. B |       |
| 31. B | 64. D |       |
| 32. A | 65. C |       |
| 33. A | 66. C |       |

## Part III Forms Completion

The Postal Service has a number of various forms that are completed through the process of performing job duties. Therefore, it's important that an employee know and understand how to complete various forms. The Forms Completion section tests your ability to complete various sample forms quickly and accurately. This part will show you 3 different forms for completion. Each form will be shown first and the following page will then ask you 6 separate questions about that form. The answer sheets are behind the exam.

The forms and questions begin on the next page.



**Authorization to Hold Mail**

Postmaster - Please hold mail for:

1. Name(s)

2. Address

3a. Begin Holding Mail (Date)

3b. Resume Delivery (Date)

4. ☐ **Option A**

I will pick up all accumulated mail when I return and understand that mail delivery will not resume until I do. (This is suggested if your return date may change or if no one will be at home to receive mail.)

5. ☐ **Option B**

Please deliver all accumulated mail and resume normal delivery on the ending date shown above.

6. Customer Signature

**For Post Office Use Only**

7. Date Received

8a. Clerk

8b. Bin Number

9a. Carrier

9b. Route Number

**Customer Option A Only**

Carrier: Accumulated mail has been picked up.

10a. Resume delivery on (date) \_\_\_\_\_

10b. By: \_\_\_\_\_

Look at the form on the previous page and answer the following questions.

1. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Henry Williams' name be entered on this form?

- A) Box 1
- B) Box 8a
- C) Box 9a
- D) Box 9b
- E) None of the above

2. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Julie Smith's name be entered on this form?

- A) Box 1
- B) Box 8a
- C) Box 9a
- D) Box 6
- E) None of the above

3. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Steve Evans' name be entered on this form?

- A) Box 1
- B) Box 8a
- C) Box 9a
- D) Box 10b
- E) None of the above

4. If Option A in Box 4 is checked, which of these is correct?

- A) The accumulated mail should be delivered on the date specified.
- B) The accumulated mail should be delivered and delivery should resume on the date specified.
- C) Mail should no longer be held as of the date specified.
- D) The Postmaster will deliver the mail immediately.
- E) None of the above is correct.

5. How would you indicate that you want your accumulated mail delivered on 4/14/12 and that you want your normal delivery to resume on that date?

- A) Enter 4/14/12 in Box 3b.
- B) Check "Option B" in Box 5.
- C) Enter 4/14/12 on Line 10a.
- D) Enter 4/14/12 in Box 3b and check "Option B" in Box 5.
- E) None of the above

6. A date would be an acceptable entry for each of these EXCEPT

- A) Box 3b
- B) Box 6
- C) Box 7
- D) Line 10a
- E) None of the above

## Certificate of Bulk Mailing

<b>Fee for Certificate</b>		<b>Use Current Rate Chart</b>		<b>1.</b> Meter stamp or postage (uncancelled) stamps in payment of fee to be affixed here and cancelled by postmarking, including date.		
Up to 1,000 pieces						
For each additional 1,000 pieces, or fraction						
Duplicate Copy						
<b>2a.</b> Number of identical pieces	<b>2b.</b> Class of mail	<b>2c.</b> Postage on each	<b>2d.</b> Number of pieces per lb.	<b>2e.</b> Total number of pounds	<b>2f.</b> Total postage paid	<b>2g.</b> Fee paid
<b>3a.</b> Mailed for		<b>3b.</b> Mailed by				
<b>Postmaster's Certificate</b>						
It is hereby certified that the above-described mailing has been received and number of pieces and postage verified.						
<b>4.</b> _____ (Postmaster or Designee)						

Look at the form on the previous page and answer the following questions.

7. Where should the class of mail be entered?

- A) Box 2e
- B) Box 3a
- C) Box 2b
- D) Box 2g
- E) None of the above

8. Which of these would be an acceptable entry for Box 2c?

- A) Zip code 33317
- B) \$0.51
- C) A check mark
- D) 321 Dover Street
- E) None of the above

9. Where should the total weight be entered?

- A) Box 3a
- B) Box 2a
- C) Box 2e
- D) Box 1
- E) None of the above

10. Which of these would be an acceptable entry for Box 2b?

- A) \$2.01
- B) 50 pounds
- C) Steve Evans
- D) A check mark
- E) None of the above

11. Where would you indicate the total amount of postage paid for this bulk mailing?

- A) Box 3b
- B) Box 2e
- C) Box 2g
- D) Box 2f
- E) None of the above

12. A number would be an acceptable entry for each of these EXCEPT

- A) Box 3b
- B) Box 2a
- C) Box 2d
- D) Box 2e
- E) None of the above

**EXPRESS MAIL****Mailing Label****ORIGIN (POSTAL USE ONLY)****DELIVERY (POSTAL USE ONLY)**

PO ZIP Code 1a.	Day of Delivery 1b. <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope 1c. <input type="checkbox"/>	Delivery Attempt 1d. Mo. Day	Time 1e. <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature 1f.
Date In 2a.	<input type="checkbox"/> Noon <input type="checkbox"/> 3 PM 2b.	Postage 2c. \$	Delivery Attempt 2d. Mo. Day	Time 2e. <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature 2f.
Time In 3a. <input type="checkbox"/> AM <input type="checkbox"/> PM	Military 3b. 2nd Day 3rd Day	Return Receipt Fee 3c.	Delivery Attempt 3d. Mo. Day	Time 3e. <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature 3f.
Weight 4a. lbs. ozs.	Int'l Alpha Country Code 4b.	COD Fee 4c.	Insurance Fee 4d.	<b>6. <input type="checkbox"/> WAIVER OF SIGNATURE</b> NO DELIVERY <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday  Customer Signature _____	
No Delivery 5a. <input type="checkbox"/> Wknd <input type="checkbox"/> Holiday	Acceptance Clerk Initials 5b.	Total Postage & Fees 5c. \$			

**CUSTOMER USE ONLY**

Method of Payment 7a. Express Mail corporate Acct. No.	Federal Agency Acct. No. or 7b. Postal Service Acct. No.
8a. FROM: (PLEASE PRINT) PHONE: _____	8b. TO: (PLEASE PRINT) PHONE: _____
ZIP + 4: _____	

Look at the form on the previous page and answer the following questions.

13. Where would you enter the recipient's address?

- A) Box 7b
- B) Box 1a
- C) Box 3f
- D) Box 8b
- E) None of the above

14. An Express mail package was dropped off to the Post office on 6/9/15 at 11:15 in the morning. How should this be noted on the form?

- A) Write "6/9/15" in Box 2a and check "PM" in Box 3a
- B) Write "6/9/15" in Box 2a, write "11:15" in Box 3a, and check "AM" in Box 3a
- C) Write "6/9/15" in Box 1d and check "AM" in Box 1e
- D) Does not apply on this form
- E) None of the above

15. When the customer drops this package off for mailing they are told the delivery will be made the next day. Where would this be entered on the form?

- A) Box 1d
- B) Box 3d
- C) Box 1b
- D) Box 3c
- E) None of the above

16. Where would the total amount of postage and any additional services be entered?

- A) Box 5c
- B) Box 2c
- C) Box 3c
- D) Box 7a
- E) None of the above



17. The Post office zip code where the package is being dropped is 54356, the zip code of the sender is 54369 and the zip code of the recipient is 86782. What would be placed in box 1a?

- A) 86782
- B) 54369
- C) 54356
- D) 33317
- E) None of the above

18. Which of these would be an acceptable entry for 2b?

- A) 6/16/15
- B) \$5.06
- C) Julie Smith
- D) 54369
- E) None of the above

# Sample Exam # 1 Answer Grid

## Part III Forms Completion

1.	A	B	C	D	E
2.	A	B	C	D	E
3.	A	B	C	D	E
4.	A	B	C	D	E
5.	A	B	C	D	E
6.	A	B	C	D	E
7.	A	B	C	D	E
8.	A	B	C	D	E
9.	A	B	C	D	E
10.	A	B	C	D	E
11.	A	B	C	D	E
12.	A	B	C	D	E
13.	A	B	C	D	E
14.	A	B	C	D	E
15.	A	B	C	D	E
16.	A	B	C	D	E
17.	A	B	C	D	E
18.	A	B	C	D	E

# Practice Exam Answer Key

## Part III – Forms Completion

1. B
2. C
3. A
4. E
5. D
6. B
7. C
8. B
9. C
10. E
11. D
12. A
13. D
14. B
15. C
16. A
17. C
18. E

# Scoring the Results

## Part I. Address Checking

Determine how many answers you checked correctly and incorrectly, this will give you a raw score. Fill in these two numbers in the following equation:

Correct Answers    (minus)    Incorrect Answers    (equals)    Score  
\_\_\_\_\_ - \_\_\_\_\_ =

## Part II. Address Memory

Determine how many answers you checked correctly and incorrectly. Take the number of incorrect answers and divide that number by 4. Then put that number and the number of correct answers into the following equation:

Correct Answers    (minus)    Incorrect Ans. / 4    (equals)    Score  
\_\_\_\_\_ - \_\_\_\_\_ =

Now, add the two scores from Part I. And Part II to determine a raw score.

Part I Score    Plus    Part II Score    (equals)    Total Score  
\_\_\_\_\_ + \_\_\_\_\_ =

## Part III. Forms Completion

Total number of correct answers divided by 18 = \_\_\_\_\_ %

Remember, these are not your official scores it is just a way for you to measure your progress.