

Job Title: Administrative Law Judge Examination

Job Announcement Number: ALJ2016-847661

HOW YOU WILL BE EVALUATED:

Applicants must click on the following link to view complete information regarding HOW YOU WILL BE EVALUATED;

Basis for Rating:

After you submit a complete online Application Package and you have cleared the preliminary qualifications screening, you will receive information and an internet link via email announcing the upcoming time period in which you must complete the Situational Judgment Test (SJT), Writing Sample, and Experience Assessment online. If you do not complete the SJT, Writing Sample, and Experience Assessment in the required time period, a Notice of Results (NOR) will be issued to you indicating a rating of "ineligible" and no further action will be taken on your application. See the "Appeals Process" section below.

Online Component: Situational Judgment Test (SJT), Writing Sample, and Experience Assessment

Section 1: SJT - The SJT presents applicants with a set of work-related problems or critical situations and asks applicants to indicate which of the multiple-choice response options they would most likely and least likely take to handle the situations. The SJT is administered online, is timed, and involves text-based scenarios as well as video-based scenarios with closed captioning. Applicants may take as long as they wish to review the instructions but are given 75 minutes to respond to the SJT questions.

Section 2: Writing Sample - The Writing Sample is an exercise in which applicants write a response to a pre-determined topic. Applicants type their writing sample responses online and the exercise is timed. Applicants may take as long as they wish to review the instructions but are given 35 minutes to prepare a response to the question.

Section 3: Experience Assessment - The Experience Assessment includes multiple-choice and open-ended questions about work experience that is related to ALJ positions. Applicants select a multiple-choice response and write a narrative response, as appropriate, to indicate and document their experience associated with the targeted competency. The Experience Assessment is not timed.

Applicants who are invited to participate in the SJT, Writing Sample, and Experience Assessment will receive an advance email with specific instructions for completing these assessments and

details about computer system requirements. Once you have submitted your responses to the online assessments (i.e., SJT, Writing Sample, and Experience Assessment), you will not be allowed to make changes to your submission.

If the score for your performance on the SJT, Writing Sample, and Experience Assessment is within the range for the higher-scored sub-group of all the eligible applicants, you will be invited to participate in the Written Demonstration and Logic-Based Measurement Test, and the Structured Interview. You will be notified via email regarding when and where to report for the Written Demonstration and Logic-Based Measurement Test, and for the Structured Interview.

If the score for your performance on the SJT, Writing Sample, and Experience Assessment is not within the range for the higher-scored sub-group of all the eligible applicants, you will be notified via email that you will no longer be considered for this current ALJ Job Opportunity Announcement. You will not be invited to participate in the Written Demonstration and Logic-Based Measurement Test, and the Structured Interview.

Your official Notice of Results and a notice describing your appeal rights will be issued after OPM completes the administration of the ALJ examination for the entire group that participated in the examination. Applicants also can check the ALJ page on OPM's website <https://www.opm.gov/services-for-agencies/administrative-law-judges/> for information regarding when examination related notices have been released.

NOTE: In determining the SJT, Writing Sample, and Experience Assessment score, veterans' preference points will be applied for applicants who are entitled to such points and have submitted the required documentation. For applicants who successfully complete the remaining components of the examination, preference points will then be withdrawn from the SJT, Writing Sample, and Experience Assessment score, so that veterans' preference points, when applied to the applicant's final score for the entire examination, will be counted only once.

Proctored Component: Written Demonstration (WD) and Logic-Based Measurement Test (LBMT). If you are invited to participate in the WD and LBMT, this component of the examination will be administered to you in a proctored environment in two separate sessions on one day, unless informed otherwise.

Section 1: WD - The purpose of the WD is to evaluate an applicant's ability to prepare a clear, concise, and well-reasoned legal decision of the type that one might be expected to write if employed as an ALJ. The WD is scheduled for 5 hours to allow time for instructions and other administrative processes, but actual testing time is 4 hours. The WD is conducted in a proctored environment using a laptop computer provided by OPM, and will be administered in one location in the Washington, DC area.

If you do not receive the required minimum score on the WD, you will not receive a final

numerical rating and will not be placed on the ALJ register.

Section 2: LBMT - The LBMT presents applicants with a set of scenarios and multiple-choice response options. Only one response option in each scenario is logically accurate, while the remaining options are logically inaccurate. Applicants are asked to indicate which one response option is logically accurate. The LBMT is conducted in a proctored environment and will be scheduled for 2½ hours to allow time for instructions, but actual testing time is approximately 2 hours. The LBMT will be administered in one location in the Washington, DC area.

You must complete the WD and LBMT before participating in the Structured Interview.

In-person Component: Structured Interview (SI). If you are invited to participate in the SI, this part of the examination will be administered in an in-person panel interview environment.

SI - The objective of the SI is to evaluate an applicant's responses to competency-based questions related to being an ALJ. A panel will conduct the interview and evaluate the responses provided by the applicant. The interview will last approximately one hour, but you will need to arrive early to allow time for instructions. The SI will be administered in one location in the Washington, DC area.

If you do not receive the required minimum score on the SI, you will not receive a final numerical rating and will not be placed on the ALJ register.

NOTE: Travel, lodging and other expenses in association with the ALJ examination are the responsibility of the applicant.

Final Numerical Rating: Applicants who complete all portions of the assessment process and achieve a minimum required score on both the WD and SI will be issued a final numerical rating on a scale of **1 – 100**. The rating will be based on the scores assigned for the SJT/Writing Sample/Experience Assessment, WD/LBMT, and SI components of the examination with a maximum possible total score of **100**, excluding veterans' preference. If you do not claim veterans' preference, this earned rating will be your final numerical rating. If you claim veterans' preference (other than on the basis of sole survivorship, as described below) and have submitted the required documentation, 5 or 10 points, as appropriate, will be added to your total earned rating to determine your final numerical rating.

Appeals Process:

An ALJ Appeals Panel (Panel) will be convened to adjudicate preliminary qualification appeals before all other ALJ assessment appeals.

All other ALJ assessment appeals (i.e., ratings indicating "ineligible" at any stage of the ALJ assessment process, after the preliminary qualifications process) will be adjudicated after all final numerical ratings have been assigned to all applicants who applied during this ALJ Job Opportunity Announcement open period. The Panel will adjudicate such appeals from the following categories of applicants who believe their ratings were assigned in error:

1. An applicant who received a NOR indicating that his/her SJT, Writing Sample (WS), and Experience Assessment (EA) score was not within the range for the higher-scored sub-group of all the eligible applicants and therefore did not receive further consideration for this current ALJ Job Opportunity Announcement.
2. An applicant who did not receive a minimum required score on the WD and/or SI, did not receive a final numerical rating, and was not placed on the ALJ register.
3. An applicant who participated in the SJT, WS and EA, the WD/LBMT and SI components and after further review of his/her bar status does not satisfy the licensure requirement.
4. An applicant who received a NOR with a final numerical rating, for appeal of the entire examination.

The Panel has the authority to **affirm, raise, or lower** the rating; change a rating from eligible to ineligible and **remove** an applicant from the register; or **remand** for further development. An appeal must be filed by email within 30 calendar days from the date of the NOR. We will not accept appeals or clarifying appeals information filed past the 30 calendar day deadline. Appeals are adjudicated based on the record. OPM may obtain confirming or clarifying information from state bar licensing agencies and other official repositories. The decision of the Appeals Panel is final, and exhausts further administrative appeal rights. Additional details regarding the appeal process will be provided once the NOR has been issued.

NOTE: If you receive a final numerical rating, and your name is placed on the ALJ register, and you appeal your numerical rating, your name will remain on the register, associated with your original score of record while the appeal is being processed. If, however, you are selected for an ALJ position, your name will be removed from the register and your pending appeal cancelled.

Questions regarding the situations below are not subject to the ALJ Appeals Panel adjudication process. Instead, such inquiries are handled through separate administrative review procedures and must be sent to aljapplication@opm.gov.

1. Applicants who did not attend or complete the WD/ LBMT or SI Components.
2. Applicants who voluntarily withdrew their application from consideration from the ALJ examination.
3. Disapproval of a reasonable accommodations request.
4. Veterans' preference adjudication.

Retaking the ALJ Examination: You may retake the ALJ examination when the examination is open to the receipt of new applications if:

- You received a NOR indicating any "ineligible" rating at any stage of the ALJ examination assessment process
- You received a final numerical rating before November 2015.

In any of the above situations, you are required to retake all parts of the examination. Please note that once you start retaking the examination, in order to receive a new final numerical rating and remain on the register, you must successfully complete all components of the examination. Your most recent rating will become your new rating of record. This new rating can be higher than, the same as, or lower than the score you received previously, or it can be an ineligible rating.

NOTE: If you reapply for the examination while you have an appeal pending, the reapplication will automatically terminate the appeal.

If you are a 10-point veterans' preference eligible, you have the right to reopen the ALJ Job Opportunity Announcement at any time after it closes pursuant to 5 CFR 332.311, to participate in a quarterly examination. You have this right even if you have received a final numerical rating and your name has been placed on the register. You will, however, be bound by the result of retaking the examination. In other words, once you start retaking the examination, in order to receive a new final numerical rating and remain on the register, you must successfully complete all components of the examination. Your most recent rating will become your new rating of record. This new rating can be higher than, the same as, or lower than the score you received previously, or it can be an ineligible rating.

Receiving Employment Consideration:

If you receive a NOR with a final numerical rating, your name will be placed on the new ALJ register. The ALJ register is a list of candidates eligible for selection used to make referrals to agencies for employment consideration when they have entry level ALJ vacancies to fill. Names are referred in descending rank order, including veterans' preference, based on the duty location of the position(s) to be filled and the geographical preference of candidates. It is the responsibility of the hiring agency to make selections from the list of candidates referred for employment consideration from among the highest three available names, taking into consideration veterans' preference and other civil service rules. If you are appointed for an ALJ position, you will be removed from the register and will no longer receive consideration.

By submitting an ALJ application, you are expressing your interest and availability for ALJ employment.

- Declination of Job Offers: If you decline two (2) job offers you will be suspended from the ALJ register for a period of one (1) year or until the register is terminated, whichever comes first. If after one (1) year you wish to have your name returned to the ALJ register, you must submit your request in writing to the ALJ email address at: aljapplication@opm.gov. Your request to end your suspension and have your name returned to the register will be accepted as long as the register on which you were placed has not been terminated, and you meet the licensure requirement.
- Non-Availability or Declination of Employment Consideration for Any Reason: As stated in the Geographic Availability section (see below), *"If after selecting your geographical location(s) you decline consideration for a geographical location(s) for which you indicated availability, you will be removed from further consideration for that location(s). You will not be able to reinstate a location from which you have been removed until the next ALJ Job Opportunity Announcement open period."* If you decline to be considered for any location(s) for which an agency is, at that time, seeking to consider you, you will be removed from further consideration for the location(s). Again, you will not be able to reinstate the location(s) until the next ALJ Job Opportunity Announcement open period.

If you become unavailable for consideration for a period of time, you should request to have your name suspended due to unavailability from the register. Such requests for suspension, as well as requests to end the suspension and have your name restored to the register, must be submitted to aljapplication@opm.gov. Requests to end the suspension due to unavailability and have your name restored to the register will be accepted as long as the register on which you were placed has not been terminated, and you meet the licensure requirement. The ALJ register is scheduled to expire in October 2018, although OPM may extend that date. Prior to the expiration date, applicants on the register will be notified regarding their status and any action impacting their eligibility.

If your name is referred for consideration from the register, and you fail to respond to an inquiry from the prospective employing agency, you will be considered unavailable for appointment, and your name will be suspended from the ALJ register due to unavailability until you request to have your name restored to the register as described in the preceding paragraph.

Note:

- It is important to notify OPM about your availability and changes to your contact information during the examination process and while you are on the register.
- OPM is not responsible for an applicant's non-receipt of official notifications due to outdated or inaccurate contact information concerning the applicant (i.e., email address), spam blockers or other email filters.