

U.S. Drug Enforcement Administration

Assessment Preparation Guide and Sample Questions for Diversion Investigator

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Consumer Alert

You never have to pay for information about job vacancies or employment opportunities with the Federal Government!

Scam artists victimize people by selling information about federal job opportunities. They advertise in classified sections of newspapers and offer — for a fee — to help job seekers find and apply for federal jobs. Some even try to confuse consumers with names similar to federal agencies, such as *U.S. Agency for Career Advancement* or the *Postal Employment Service*.

It's deceptive for anyone to guarantee a high score on Federal Government tests. The Federal Trade Commission (FTC) and the U.S. Office of Personnel Management urge job seekers to avoid falling for deceptions like these:

- Classified ads or verbal sales pitches that imply an affiliation with the Federal Government, and guarantee high test scores or jobs.
- Ads that offer information about hidden or unadvertised federal jobs.
- Ads that refer to a toll-free number where an operator encourages you to buy a valuable booklet containing job listings, practice test questions, and tips for entrance exams.
- Toll-free numbers that direct you to other pay-per-call numbers for more information. Under federal law, any solicitations for pay-per-call numbers must contain full disclosures about cost. Also, the solicitation must make clear if there is an affiliation with the Federal Government. You must have a chance to hang up before you incur any charges.

If you have concerns about a company's advertisement for employment services, contact:

- Federal Trade Commission: 1-877-FTC-HELP (382-4357) or on the Internet at <http://www.ftc.gov>
 - Your state attorney general or local Better Business Bureau.
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Diversion Investigator Phase III Assessments

Overview of the Diversion Investigator Evaluation Process

Thank you for your interest in the DEA Diversion Investigator job. The evaluation process for the Diversion Investigator job includes four phases. Phase I includes questions regarding minimum qualifications and conditions of employment, and Phase II includes the *Diversion Investigator Assessment Questionnaire* and the *Diversion Investigator Biographical Data Questionnaire*, which are completed in an unproctored setting. Based on performance on the Phase I and II assessments, a subset of applicants are invited to move on to the next phase of the hiring process, at which time they will complete the Diversion Investigator Phase III assessments. The Phase III assessments are computer-based tests, which applicants complete in a proctored setting. The Phase III assessments include the *Diversion Investigator Mathematics Assessment*, *Diversion Investigator Judgment Assessment*, and *Diversion Investigator Writing Assessment*. Applicants selected to proceed to the Phase III assessments will receive email invitations with information on how to schedule an appointment to complete the assessments at a test center. Applicants will select their test date and proctored test center location from those available on the scheduling website. There are over 600 test center locations across the United States. Applicants will complete all three Phase III assessments in a single test session, which is 3.5 hours in length. The assessments will be presented in the same order they are presented in this guide—the *Diversion Investigator Mathematics Assessment*, then the *Diversion Investigator Judgment Assessment*, and finally, the *Diversion Investigator Writing Assessment*. Based on performance on the Phase III assessments, a subset of applicants are invited to move on to Phase IV of the hiring process, which is a structured interview.

What this preparation guide offers

In this guide, we familiarize you with the testing process and its key features so you:

- Know what to expect on the tests and are prepared to do your best.
- Have a better chance of success.
- Can take the Diversion Investigator Phase III assessments feeling more confident and at ease.

What this preparation guide does not offer

The sample questions provided are neither practice tests, nor simulations of actual testing conditions for the Diversion Investigator Phase III assessments. However, they do resemble the actual test in style and format. Completing the sample questions does not ensure an increase in your test score.

Diversion Investigator Mathematics Assessment

Content

The *Diversion Investigator Mathematics Assessment* is designed to measure the following competencies:

- Mathematical Reasoning
- Arithmetic
- Problem Solving

The test consists of 15 questions. Each question requires you to apply mathematical reasoning to solve a problem. A standard calculator and scratch paper will be provided to each applicant for use during the *Diversion Investigator Mathematics Assessment* at the proctored testing center. You will have 55 minutes to complete the assessment. An on-screen timer will help you keep track of the time remaining. There are no scheduled breaks during the testing period. There is a five-minute break scheduled following completion of the *Diversion Investigator Mathematics Assessment*, prior to beginning the *Diversion Investigator Judgment Assessment*.

Format

The *Diversion Investigator Mathematics Assessment* is a multiple-choice test administered via computer. After you read the instructions and indicate you would like to begin the assessment, you will see the first question on the screen. There are five response options for each question. All of the information you need to answer each question is provided in the question text. After clicking the “Record answer” button for a question, you will advance to the next question.

Directions

Following are the directions provided for the *Diversion Investigator Mathematics Assessment*.

Read each question carefully and select the best answer. All of the information you need to answer each question is provided in the question text. You may use the scratch paper provided; however, you must return all of these pieces of scratch paper at the conclusion of testing. You have 55 minutes to respond to the questions.

Scores on this test are based on the number of questions you answer correctly. There is no penalty for guessing. Therefore, it is to your advantage to answer every question that you can, even if you are not sure of the correct answer. It is important to work quickly and accurately.

Diversion Investigator Judgment Assessment

Content

The *Diversion Investigator Judgment Assessment* is designed to measure the following competencies:

- Customer Service
- Flexibility
- Interpersonal Skills
- Integrity/Honesty
- Problem Solving
- Teamwork

The test consists of 30 separate scenarios that describe hypothetical work situations one could encounter on the job. You will be asked to draw on your experience in working with others, making decisions, and solving problems to answer questions related to each scenario. No special training or experience is required to answer the questions on the assessment. You may draw on your experiences in work, volunteer, education and other related settings in determining the most effective response to each question. You should not use factual information outside the scenario to reach your conclusions.

There are two questions associated with each scenario, for a total of 60 questions. There are 75 minutes allocated to complete the test. An on-screen timer is available to help you keep track of the time remaining. There are no scheduled breaks during the testing period, but you will have a 10 minute break following the Diversion Investigator Judgment Assessment.

Format

The *Diversion Investigator Judgment Assessment* is a multiple-choice test administered via computer. First, you will read the instructions and be asked if you would like to begin the assessment. After starting the assessment, you will be presented with a paragraph of information on the screen. This paragraph is the scenario to which you will be asked to respond. The scenario describes a situation one could encounter on the job. After reading the scenario, you will proceed to the next screen in the assessment. On the next screen, the scenario will be presented again, and you will be asked to select which of four actions you would most likely take in the situation and which of the four actions you would least likely take in the situation. The sample questions presented later in this document follow the same format as the questions on the *Diversion Investigator Judgment Assessment*.

Directions

Following are the directions provided for the *Diversion Investigator Judgment Assessment*.

The U.S. Drug Enforcement Administration *Diversion Investigator Judgment Assessment* consists of 30 scenarios. In each scenario, you are asked to take the role of a Diversion Investigator. You will read the scenario and then be asked to consider possible responses to the situation described in the scenario. There are two questions associated with each scenario, for a total of 60 questions.

Although the scenarios are in a diversion investigation setting, no special training or experience is required to answer the questions on this assessment. To respond to the scenarios, you will need to draw on your experience in working with others, making decisions, and solving problems. It is important to keep in mind that the objectives of Diversion Investigators are to prevent, detect, and investigate the diversion of legitimate controlled substances and regulated List 1 chemicals into the illicit market. In addition, Diversion Investigators play an important role in providing information about DEA regulations to individuals and businesses authorized to handle controlled substances and regulated List 1 chemicals. It is critical for investigators to maintain their

objectivity and avoid any appearance of inappropriate influence when carrying out their duties. Please note the terms “Diversion Investigator” and “investigator” are used interchangeably in this assessment.

Several of the questions reference terms that are commonly used in the diversion investigation setting. For your reference, these terms are defined below to ensure you understand them in the given context:

- Controlled Substance – a drug that is controlled by the Federal Government based on its potential for abuse or dependence
- List 1 Chemical – a chemical that is regulated by the Federal Government based on its potential use in manufacturing illicit controlled substances
- Opioid – a narcotic drug used to alleviate pain, such as Oxycodone or Hydrocodone
- Audit – an accountability process used to account for the receipts and distributions of controlled substances
- Prosecutor – the attorney who represents the government in instituting and proceeding with criminal actions
- Assistant U.S. Attorney – the prosecutor in Federal cases
- Search Warrant – a court order authorizing the examination of a privately-owned area by officials

For each scenario in this assessment, you will be asked to consider the scenario and select which of four described actions you would be most likely to take and which you would be least likely to take.

Read through each scenario and question carefully. Then, select the best answer to each question from the alternatives listed and click the “Record answer” button. Again, no special training or experience is required to answer the questions on this assessment. You have 75 minutes to complete the *Diversion Investigator Judgment Assessment*. Remember to answer all questions in the assessment.

Diversion Investigator Writing Assessment

Content

Because the open-ended nature of the *Diversion Investigator Writing Assessment* does not lend itself to providing sample questions, this guide only presents a description of the content and format of the assessment and sample directions. The *Diversion Investigator Writing Assessment* is designed to measure the following competencies:

- Writing
- Problem Solving

The test presents brief background information and asks you to write an essay summarizing the information and making a recommendation based on the information provided. You will not be scored on the position you take on the issue. Instead, you will be evaluated on the quality of your writing and on your problem solving skills. You will have 30 minutes to review the background information and compose your response.

Format

The *Diversion Investigator Writing Assessment* is an essay assessment administered via computer at a proctored testing center. You will be presented with instructions and background information on the screen, and then you will type your response into the computer. A word counter will be available for you to keep track of the number of words you use in your narrative response. You are required to use at least 150 words in your response for the response to be scored.

Directions

Following are the directions provided for the *Diversion Investigator Writing Assessment*.

About this Assessment

- This computerized assessment measures your **writing skills** and **problem solving ability**.
- You will be asked to review a fictional DEA issue and prepare a **well-written essay that summarizes** the relevant information and your **recommendations**. You will not be scored on the position you take on the issue, but will be scored on how you express it **and your independent thinking and problem solving skills**.
- You will have 30 minutes to review the information and provide your written summary.
- You are permitted to take written notes when completing this assessment; however, your written notes will be collected from you prior to departing the testing center.

Testing Procedures – because this is an electronic test, the following security and administration rules must be followed:

- You are required to type your response directly into the box provided. It is a violation of test procedures to cut and paste your response from another application. Those individuals who do so will be disqualified.
- Your essay must include at least 150 words; a word count feature is provided (lower left hand corner of the screen) to help you ensure your essay contains the minimum number of words. Your essay will not be scored if it does not contain at least 150 words.
- You will have 30 minutes to respond to the topic; a timer is provided (lower right hand corner of the screen above the text entry area) to help you manage your time. The timing of this assessment is monitored by both the server and the browser.
- **Be careful to use your own words. Repeating the sentences provided will negatively impact your writing score.**
- Do not use any special formatting (e.g., bullets, numbering) as the computer is unable to process special formatting.
- **Do not submit your essay until you are finished - you will not be able to review or change your essay once it has been submitted.**
- When you have finished the essay, click on the Submit Essay button.

General test-taking tips

Before the test:

1. Get a good night's sleep. To be rested and prepared, it is important to get adequate sleep the night before you take the test.
2. Eat a light, nutritious meal. Although you may be a bit nervous before you take the test, it is important to eat a light and nutritious meal. By doing so, you will increase your energy level.
3. Review directions to the test site. Directions will be provided to you via email after you have scheduled your testing appointment. If you are driving to the test site, review the directions and make sure adequate parking is available. If you are using public transportation, check the arrival and departure times. If you are being driven, give the driver direction and remind the driver of your schedule.
4. You will do your best on the test if you stay calm and relaxed. Take a few deep, slow breaths to help you maintain your calm.
5. Remember to leave your purses, backpacks, outerwear (coats, jackets, scarves, hoodies, hats, etc.), firearms, knives, weapons of any kind, briefcases, books, reading material, calculator, notebooks, umbrellas, pencils, pens, erasers, watches, and wallets at home or in your car. They are not permitted in the testing room.

During the test:

1. Pay careful attention to all directions before beginning.
2. Read each question carefully.
3. For each question, read the entire question and all response options carefully before deciding upon an answer.
4. You are not penalized for answering questions incorrectly. Therefore, you should answer every question, even if you must guess.
5. Ignore any patterns of A's, B's, C's, D's, or E's. Answer positions are chosen randomly and there is no way to improve your chances by guessing based on response patterns.

Appendix A – Sample Questions

These sample questions are provided to help familiarize you with the kinds of questions you will find on the *Diversion Investigator Judgment Assessment* and *Diversion Investigator Mathematical Reasoning Assessment*. Some questions on the test may be more difficult than the questions shown here, and some may be less difficult.

Diversion Investigator Judgment Assessment

Sample Questions

Scenario 1:

You have been assigned to interview a physician suspected of prescribing controlled substances to a known drug addict. Your supervisor suggests you include a new Diversion Investigator so he can gain experience conducting an interview.

Which of the following actions would you most and least likely take?

Courses of Action:

	Most	Least
Conduct the interview without the new Diversion Investigator; discuss the interview with him after.	<input type="radio"/>	<input type="radio"/>
Invite the new Diversion Investigator to join you on the interview but instruct him only to observe.	<input type="radio"/>	<input type="radio"/>
Suggest the new Diversion Investigator lead the interview and you will provide assistance as needed.	<input type="radio"/>	<input type="radio"/>
Prepare together; lead the interview and invite the new Diversion Investigator to ask follow-up questions.	<input type="radio"/>	<input type="radio"/>

Scenario 2:

You are scheduled to go out of town to conduct a scheduled investigation for three days with a colleague, Patricia. The investigation needs to be completed by the end of the week to satisfy timeliness requirements. The day before the trip, Patricia notifies you that she has a critically ill family member and cannot go out of town to conduct the scheduled investigation.

Which of the following actions would you most and least likely take?

Courses of Action:

	Most	Least
Delay the trip and wait until Patricia returns to determine when and how to proceed.	<input type="radio"/>	<input type="radio"/>
Check with other Diversion Investigators in your office to find someone to conduct the scheduled investigation on Patricia's behalf.	<input type="radio"/>	<input type="radio"/>
Ask Patricia to take some time to brainstorm with you on what to do about the investigation.	<input type="radio"/>	<input type="radio"/>
Inform your supervisor Patricia is not available to conduct the scheduled investigation and you will not be able to meet the timeliness requirement.	<input type="radio"/>	<input type="radio"/>

Diversion Investigator Mathematics Assessment

Sample Questions

1. How many tablets will it take to fill the following prescription as it is written: "Fexofenadine 250 milligrams, 3 tablets by mouth daily for 14 days"?

- 17 tablets
- 18 tablets
- 42 tablets
- 54 tablets
- 84 tablets

2. The Drug Enforcement Administration tracks the units of drugs seized. Using the table below, which year showed the highest percentage increase in units seized compared to the preceding year?

	Units of Drugs Seized
Year 1	104,560
Year 2	118,153
Year 3	113,485
Year 4	120,695
Year 5	135,754
Year 6	150,008

- Year 2
 - Year 3
 - Year 4
 - Year 5
 - Year 6
3. An aerosol contains 150 milligrams of medicine, which is sufficient for 200 inhalations. How many micrograms are in each inhalation? (1 milligram = 1,000 micrograms)
- 0.75 micrograms
 - 133 micrograms
 - 750 micrograms
 - 1,333.33 micrograms
 - 150,000 micrograms