

**Study Guide**  
**For**  
**Design/Drafting Specialist (D2)**  
**Knowledge Test**

**TEST NUMBER: 2201**

## **INTRODUCTION**

The 2201 Design/Drafting Specialist Test is a job knowledge test designed to cover the major knowledge areas necessary to perform the job. This guide contains strategies to use for taking tests and a study outline, which includes knowledge categories, major job activities, and study references.

## **TEST SESSION**

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may NOT leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

**Mobile phones or other electronic equipment will NOT be allowed in the testing area.**

**The test has a time limit of two hours.**

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

## **STUDY GUIDE FEEDBACK**

At the end of this guide, you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this guide incorrect, your feedback would be appreciated so that corrections can be made.

## **ASSESSMENT TAKING STRATEGIES**

The test contains multiple-choice, true/false, sorting and fill in the blank questions. The purpose of this section is to suggest techniques for you to use when taking one. Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques.

### **CONFIDENCE**

If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

### **PUNCTUALITY**

Arrive early enough to feel relaxed and comfortable before the test begins.

### **CONCENTRATION**

Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. If possible, select a seat away from others who might be distracting. If lighting in the room is poor, sit under a light fixture. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

### **BUDGET YOUR TIME**

Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.

### **READ CRITICALLY**

Read all directions and questions carefully. Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you. If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

### **MAKE EDUCATED GUESSES**

Make an educated guess if you do not know the answer or if you are unsure of it.

### **DOUBLE-CHECK MATH CALCULATIONS**

Use scratch paper to double check your mathematical calculations.

### **REVIEW**

If time permits, review your answers. Do the questions you skipped previously. Make sure each multiple-choice question has your correct answer selected. Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

## **JOB KNOWLEDGE CATEGORIES AND STUDY REFERENCES**

Below are the major job knowledge areas (topics) covered on the test and the associated study references. Listed next to each knowledge category is the number of items on the exam that will measure that topic. You can use this information to guide your studying. Some exams also contain additional pretest items. Pretest items will appear just like all of the other items on your exam, but they will not affect your score. They are an essential part of ensuring the test remains relevant to successful performance of the job.

There are a total of 73 items and 80 points on the test. The passing score is 71%.

### **Design Software (12 items)**

Refers to knowledge involving the use of software to complete Designer tasks including but not limited to use AUD, Design Manager, SAP, Geoview, and Circuit Viewer.

#### **References:**

[Comprehensive Geographic Information System \(cGIS\) \(sharepoint.com\)](#)

[Distribution Planning Reference Manual Version 2.1 \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Job Aid #26 - How to Check In and Out Design.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - DSN - Transfer \(TR\) Exception Code.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - D M01-PG Navigation V02.1 020721.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - D M03 PG Geolocate Design V13 122920.pdf - All Documents \(sharepoint.com\)](#)

### **Drafting (36 items)**

Refers to the knowledge of maps and diagrams including symbology, call outs, decals, tie downs, knowledge of layouts, usage codes, legend codes, exceptions codes, knowledge of commands, drawing standards and compliance, redlines, LPA processes, etc.

#### **References:**

[DM Job Aid 23 - Creating a Change Order \(sharepoint.com\)](#)

[DM Job Aid #34 \(sharepoint.com\)](#)

[D M07 PG Underground Design Model Basics V01.2 031021.pdf \(sharepoint.com\)](#)

[D M12 PG Analysis Basics V0.10 040921.pdf \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Job Aid #3 - Design Using a Pending Structure.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Job Aid #42 - Copy and Save a dwg from the working folder.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Job Aid #47 - Creating a Duct & Structure Map \(Customer Map\).pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Job Aid #50 - Align Font \(Overlapping Linetypes\).pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - AUD Brown Bag Deck Annotation Basics 02212023.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - 7.3 OH Mapping.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - Design Newsletter Week Ending 09.29.17 - Issue 39.pdf - All Documents \(sharepoint.com\)](#)

### **Work Order Documents (12 items)**

Refers to the knowledge of material billing, recognition and ordering of Compatible Units (CU's), joint pole forms and unique identifiers, and easements, PWRD-88, etc.

#### **References:**

Joint Pole

<https://360.articulate.com/review/content/a26d181e-0f84-49ed-9d93-ad7f6196ce82/review>

Streetlights & Traffic Control Work Orders

<https://360.articulate.com/review/content/fbc83852-f963-4390-b1c4-e7a64e74735c/review>

[Transmission & Distribution - 2.4 Rule 15 & 16 Table.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - DSU 11A-10 - Functional Location \(FLOC\) Numbering and Replacement Number Tag Information.pdf - All Documents \(sharepoint.com\)](#)

### **Policy and Procedures (13 items)**

Refers to the knowledge of estimating and pricing, contracts, environmental clearances, JPAs (debits and credits), knowledge and understanding of the application of Rules, Rates, and Tariffs, Rights-of-way, etc.

#### **References:**

Right-of-Way

<https://360.articulate.com/review/content/4dbed804-4ccf-4dff-a51c-7809234cce2e/review>

Rule 13: Temporary Power

<https://360.articulate.com/review/content/c6d4bb89-59d8-4474-bcfa-a4fded6f8529/review>

Preparing Rule 15 Residential and Commercial Work Orders

<https://360.articulate.com/review/content/332d3f23-f822-4ee7-b21a-0c0ce4b76793/review>

Preparing Rule 16: Residential & Commercial Work Orders

<https://360.articulate.com/review/content/7d4d326c-164a-41cc-a919-9dfdd18f0d1b/review>

[Transmission & Distribution - DM Job Aid 47 - Automated eJPA Process.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - Distribution Planning Reference Manual \(DPRM\).pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - DS&P Planning Newsletter Week Ending 10.27.2023.pdf - All Documents \(sharepoint.com\)](#)

[Transmission & Distribution - DSU 5A-15 - Environmental Screening Requirements.pdf - All Documents \(sharepoint.com\)](#)

## **STUDY GUIDE FEEDBACK**

Please email to notify us of any changes in policies, procedures, or materials affecting this guide.

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