



Master Hunter Permit Program

Official Test Proctor Policy

Purpose & Scope

The Washington Department of Fish and Wildlife (WDFW) has established the Master Hunter Permit Program (MHPP) to effectively manage wildlife in instances when a higher proficiency and demonstrated skill level are needed for resource protection or public safety.

The purpose of this policy is to establish written examination requirements and procedures for the MHPP to ensure all Master Hunter examinations are administered in a fair, consistent manner, and all examination materials are securely managed. This policy applies to all Official Master Hunter Test Proctors (hereafter referred to as Proctors) and all MHPP examination processes.

Proctors shall follow all procedures within this policy. A Proctor who fails to abide by this policy or any procedures therein may have his or her Official Test Proctor Certification revoked and may be suspended from the MHPP. A list of all current Proctors shall be maintained by WDFW.

Policy

Test Proctor Requirements

- 1. Proctors are WDFW employees or individuals authorized by WDFW to administer MHPP examinations. Proctors who are not WDFW employees shall be a current or past member of the Master Hunter Advisory Group (MHAG), or must receive special approval from the WDFW MHPP Liaison.*
- 2. Proctors who are not WDFW employees must be in possession of an “Official Test Proctor” certification badge supplied by WDFW. The certification badge shall be worn while administering any MHPP examination.*
- 3. A Proctor who voluntarily or involuntarily relinquishes his or her duties as an Official Master Hunter Test Proctor shall immediately return all examination materials and all certification badges to WDFW MHPP.*

Examination Requirements

1. *Proctors shall be present at all times while administering an examination.*
2. *Proctors shall not provide any assistance to a candidate that may unfairly improve his or her test score.*
3. *Proctors shall not grade examinations. The WDFW MHPP shall grade all examinations.*

Procedures

Test Proctor Procedures

1. *Proctors shall maintain all examination materials in a secured location at all times.*
2. *Proctors shall provide test candidates with official answer sheets only. Proctors shall record his or her “Official Test Proctor” number at the top of every answer sheet.*
3. *Proctors shall schedule examinations at locations that provide appropriate security and testing conditions, and shall provide test candidates reasonable advance notice of the location, date, and time of the examination. With WDFW’s knowledge and consent, Proctors shall make reasonable accommodations for individuals of disability.*
4. *A test candidate who fails an examination is required to wait a minimum of 30 days from the original examination date before being retested. Test candidates are allowed one re-test per enrollment period.*

Examination Procedures

1. *Proctors shall ensure compliance with designated examination time limits. (Currently, the designated time limit for the MHPP Entry examination is seventy (70) minutes.)*
2. *Proctors shall provide instructions to test candidates on examination protocols and required procedures prior to administering an examination. Instructions shall include but are not limited to:*
 - *Use #2 pencil only*
 - *Clearly select answers by marking an “X” within the brackets*
 - *Thoroughly erase any mistakes*
 - *Do not make any marks on the test question sheets*

Failure to follow any of the instructions may result in a “non-passing” score. Any test candidate caught cheating will be barred from the MHPP for life.

3. *Proctors shall provide all completed original answer sheets to WDFW MHPP for grading and scoring within five (5) business days of administering an examination. Proctors shall make copies of completed answer sheets and maintain the copies until verified that the original answer sheets were received by the WDFW MHPP. After verification has been received, Proctors shall destroy the copies.*
4. *Proctors have no obligation to assist a test candidate in securing examination results with the exception that he or she may provide contact information for the MHPP.*