



DIVISION OF FISHERIES & WILDLIFE

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MASS.GOV/MASSWILDLIFE

MASSWILDLIFE

PROPER STUDENT TESTING PROCEDURE

Please follow this protocol when testing students:

Never graduate any student who does not achieve a minimum score of 80% on the full 50-question exam.

Prior to the start of the exam:

- Describe the type of questions on the exam. (40 multiple choice questions and 10 True/False)
- Explain the testing procedure (no time limit to take exam, explain how to change an answer).
- Remind students that it is a closed book exam and is designed to assess a student's individual knowledge. Students must pass the exam independently. Sharing of answers is not allowed.
- Inform the students that they can have the exam read to them. A good procedure for verbal testing is to give a copy of the exam to the student as well as having one yourself. Have the student follow along as you read it aloud. Offering this option in advance may alleviate the need to offer a re-test later.
 - Although we typically ask our students to not write on the exam, it is a practice that could help some students take the test. Allow them to cross out/eliminate incorrect answers or rewrite words or phrases.
 - Remember! No "one-on-one" interaction with students. Always have multiple students present with one instructor; or an additional instructor present with one student; or the student and instructor (pair) should be in plain sight of others.
- Be thoughtful when answering questions. Instructors may help with vocabulary or a simple clarification as long as the explanation does not supply the answer. Your response **should not** guide the student to the correct answer.

If a student fails on their first attempt, you can offer a re-test:

- If the student chooses to re-test, they must retake the entire exam on a new separate answer sheet. Forward both answer sheets to the program office with the course materials.
 - Reviewing only those questions that the student missed or referencing any answers on the original answer sheet test, or anything less than an entire exam is not a valid re-test.
- If a student chooses to retake the exam, offer again to read the entire exam to/with the student. Although this offer should be made initially, not all students accept the offer when they should.
- Fail the student if the re-test score is also less than 80%. There is no re-test of a re-test; a third attempt is not endorsed.

Please realize that some of our students will not be capable of passing the exam. It is expected. Only those students who have successfully passed an entire exam on their own are eligible for certification as a MA Hunter Education Graduate.