

Directions for the Master Craftsman (Mentor):

1. A candidate choosing this option does not “excuse” you from the necessary counseling as outlined in the “Master Craftsmen” handbook, available at www.freemason.com member’s center. All the steps from the Master Craftsman program are to be followed, with the exception that working through this written exam together will replace the traditional memorized proficiency exam.
2. This is NOT a “Grade-School Test” that the candidate completes on his own, then you hand back with a big red “X” over any incorrect or incomplete answers. It is your responsibility to guide the candidate to the correct answer, using the readings provided in the exam itself.
3. There is no set “minimum score” that allows a candidate to advance. The initial questions in part one of the exam may be discussed and studied together—but most of the questions can be answered directly from the provided readings.
4. When working on Part One of the proficiency together, it is advised to follow this format:

- a. Read the Selection at the top of each page. Take turns reading aloud, if desired.
- b. Read a single question to be answered.
- c. Do not just “tell” the candidate the answer. Guide him on where to find it in the reading passage, re-reading as much as necessary for him to answer correctly.
- d. Allow a moment for follow-up questions of his own concerning the material in front of you, or the Candidate’s unique degree experience.
- e. Continue on to the next question, reviewing the reading as often as necessary.

5. Part Two is essentially a counseling session on how to read the Masonic Cipher and helping the Candidate to review and understand his obligation. The questions provided are to facilitate discussion only, and in honor of your EA obligations, you should not write these answers down. The candidate should be prepared to read back the Obligation as part of his proficiency.
 - a. In the Master Mason Proficiency, there is also a page including reading and understanding the Test Oath.
6. The Questions in Part Three of the Exam (the ones actually answered before the Lodge), are more philosophical in nature. In many cases, there is more than one right answer, and responses could be influenced by the candidate’s personal experiences both in and outside of Freemasonry. Feel free to share with the candidate how you might answer a question, but allow him the freedom to speak from his experiences. It may even be possible that you disagree with a statement or two—as long as the Candidate is not completely misunderstanding the tenets of Freemasonry, you should attempt to guide his answer more than dictating it for him.
7. The two of you should still practice delivering these final exam questions in Lodge with the candidate to put him at ease for proving his proficiency on Lodge night, much like you would the traditional memorized proficiency. ***Putting an unprepared candidate in front of the Lodge is***

the surest way to discourage his future attendance and involvement with the Lodge, even if the Lodge accepts his exam.

8. You may need to prompt the candidate with an idea from your previous discussions. Under no circumstances, however, should you be surprised by an idea coming out of your candidate's mouth at his proficiency exam. If the candidate says something patently false and contradictory to the lessons of our degrees—this is a reflection of a lack of counseling the Brother has received.

On the Night of the Exam...

1. Ask the candidate to respond to the questions from part three of the exam. Due to the Open-ended nature of these questions compared to the traditional memorized proficiencies, the Master should ensure that the Lodge understands that the candidate is to demonstrate understanding of Masonic Tenets and Principles, not just a rote answer that will be the same from one Brother to the next. The Lodge is looking to see how informed the new Brother can speak on Freemasonry, and that he demonstrates an understanding of the principles guiding our initiations. ***Be sure give the candidate opportunities to practice responding to the questions before Exam night.***
2. The candidate will read back the obligation of the degree, using the cipher provided in the exam or standard ritual book. ***This is your responsibility to teach to him.***
3. Ask the candidate to demonstrate the step, due guard, and sign of the degree, along with the grip(s) and word. Master Mason Candidates will also have to communicate the Substitute. ***This is your responsibility to teach to him.***

Editions:

v.2.0 Grammatical errors corrected

v.3.0 Reading of the Obligation added to part 3 to satisfy Code requirements for proficiency

v.4.0 Questions about putting obligation in your own words added at request of GL Education Committee