

# Basic Proficiency Test

2024 - 2025

Name \_\_\_\_\_ Chapter Name and No. \_\_\_\_\_

## Part 1 ORAL EXAMINATION AND EXEMPLIFICATION

The following may be given individually:

- \_\_\_\_ 1. Give Initiation Ceremony verbal exchange between the Worthy Patron & Conductress. Secret Work
- \_\_\_\_ 2. Give the Sign and Pass for each Star Point: Secret Work
- \_\_\_\_ Adah \_\_\_\_ Ruth \_\_\_\_ Esther \_\_\_\_ Martha \_\_\_\_ Electa
- \_\_\_\_ 3. Demonstrate each of the following signs and explain when it is used.
- \_\_\_\_ a. Reverent Attitude Ritual
- \_\_\_\_ b. Attitude of Prayer Ritual
- \_\_\_\_ c. Grand Honors Ritual
- \_\_\_\_ d. Grip of the Order Secret Work
- \_\_\_\_ e. Salutation Sign Secret Work
- \_\_\_\_ f. Response from the Worthy Matron to the Salutation Sign Secret Work
- \_\_\_\_ g. Demonstrate the raps at the door Ritual
- \_\_\_\_ h. Demonstrate and explain the raps of the gavel Ritual

Name of the Examiner: \_\_\_\_\_ Chapter No.: \_\_\_\_\_

Linda Heberling, PGM  
2701 E Utopia Rd Lot 31  
Phoenix, AZ 85050-1959  
602-284-9198  
[Linda.Heberling25@gmail.com](mailto:Linda.Heberling25@gmail.com)

Linda Hattrick, PGM  
PO Box 6098  
Kingman AZ 86402-6098  
928-323-4771

Martie McKidd, PM  
9227 W Behrend Dr  
Peoria AZ 85382-0966  
623-233-6107

Ann Lau, PM  
908 W Topeka Dr  
Phoenix AZ 85027-5584

Katherine Meyer, PM  
PO Box 1902  
Flagstaff AZ 86004-1902  
928-814-0235

# Basic Proficiency Test

---

Name \_\_\_\_\_ Chapter Name and No. \_\_\_\_\_

## PART 2

## BASIC WRITTEN EXAMINATION

The “Basic Proficiency” is designed to help the new member or a member new to Arizona to become knowledgeable in the basic requirements for membership and to allow the member to become familiar with the rules and regulations of the Order in Arizona. This is to be taken individually. It is considered an “open book test.” Please write your answers in the space provided below each question.

1. What is the Name and Number of your local Chapter and what is the day and time of its meetings?
2. What is the amount of your Chapter’s annual dues and when are they due?
3. Why are we not permitted to copy from the Ritual and Secret Work? Ritual/Blue Book
4. In the Initiation Ceremony, we learn our Order is dedicated to three principles. What are they?
5. What is the minimum age required for membership in the Order? Ritual
6. What is the length of residency in the State of Arizona to become a member by initiation?  
a. Blue Book (S-17 p.13-S)
7. What is the length of residency required for affiliation, dual and/or plural membership?  
a. Blue Book (S-17 p. 13-S)
8. What prerequisite of a religious nature is required of a petitioner?  
a. Blue Book (S-17 p.13-S)
9. What must every member show to the Sentinel at the register before signing and to the Conductress/Associate Conductress before entering the Chapter room? Blue Book (5-M)
10. When is it legal to vouch for another member? Blue Book (S-38 p.24-S-25-S)

## Basic Proficiency Test

---

11. Until what age are children allowed into the Chapter room? Blue Book (S-44 p. 27-7)
12. How do members enter or leave the Chapter, when in session? Secret Work
13. How many members constitute a quorum Blue Book (4-M) and what offices must be filled? Blue Book (S-8 p. 5-S)
14. When the Flag is being presented:
  - a. When do the members salute the Flag? (11-M)
  
  - b. How do the members salute the Flag? Blue Book (11-M)
15. When balloting, the Salutation Sign is given to what or to whom? Ritual
16. When is it permissible for a member or an officer to pass between the Altar and the East? Blue Book (1-M)
17. What is the protocol concerning hats and gloves in the Chapter Room? Blue Book (1-M)
18. How many Landmarks are there and on which pages are they found in the Ritual?
19. What is the qualification required to vote at Grand Chapter? Blue Book (3-G)

**Signature of Applicant:** \_\_\_\_\_

**Date Taken:** \_\_\_\_\_

**Chapter Proficiency Chairman:** \_\_\_\_\_