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KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

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DEPARTMENT MEMORANDUM
No. 100, s. 1977

GUIDELINES FOR THE ADMINISTRATION OF THE
1977 TEACHER SELECTION TEST

To: Regional Directors
Schools Superintendents

1. Inclosed is a copy of the Guidelines for the Administration of the 1977 Teacher Selection Test, strict observance of which is hereby enjoined. Also inclosed is the List of Examination Centers.

2. It is desired that these guidelines be disseminated immediately to all personnel involved.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incls.:
As stated

Reference:

Department Memorandum: No. 96, s. 1977

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

~~CENTERS~~
~~RULES & REGULATIONS~~
~~TEACHERS~~
~~TESTS~~

GUIDELINES FOR THE ADMINISTRATION OF THE
1977 TEACHER SELECTION TEST

The following are guidelines for the personnel involved in the various activities relative to the administration of the Teacher Selection Test. In order to insure uniform and standard procedure of test administration, all instructions specified in this Handbook should therefore be followed strictly.

The Regional Director concerned is requested to organize a Teacher Selection Test Committee to take charge of the overall conduct and administration of the test.

a. Composition of the committee

1. School Superintendent of the Division where the Examination Center(s) is located.
2. Representative of the Regional Office (preferably the Regional Testing Coordinator and/or a General Education Supervisor.)
3. Representative of the NETC-DEC who is primarily responsible for the distribution and retrieval of test materials. The name of this representative will be furnished by the NETC.

b. Functions of the committee

1. Determine the number of examination rooms needed for the examination and designate the Examination Center(s). (Preferably only one).
2. Appoint and assign Chief Examiners, Examiners, and Proctors who will be responsible for the administration of the test. It is suggested that one chief examiner take charge of not more than 20 rooms.
3. Safeguard the security of all test materials. These should be stored in the local PC Headquarters.
4. The NETC-DEC representative will also serve as supervisor on Examination Day. He/She will collect the excess Test Booklets and will make a continuous round of all the rooms in the Examination Center.

Guidelines for the Chief Examiner.

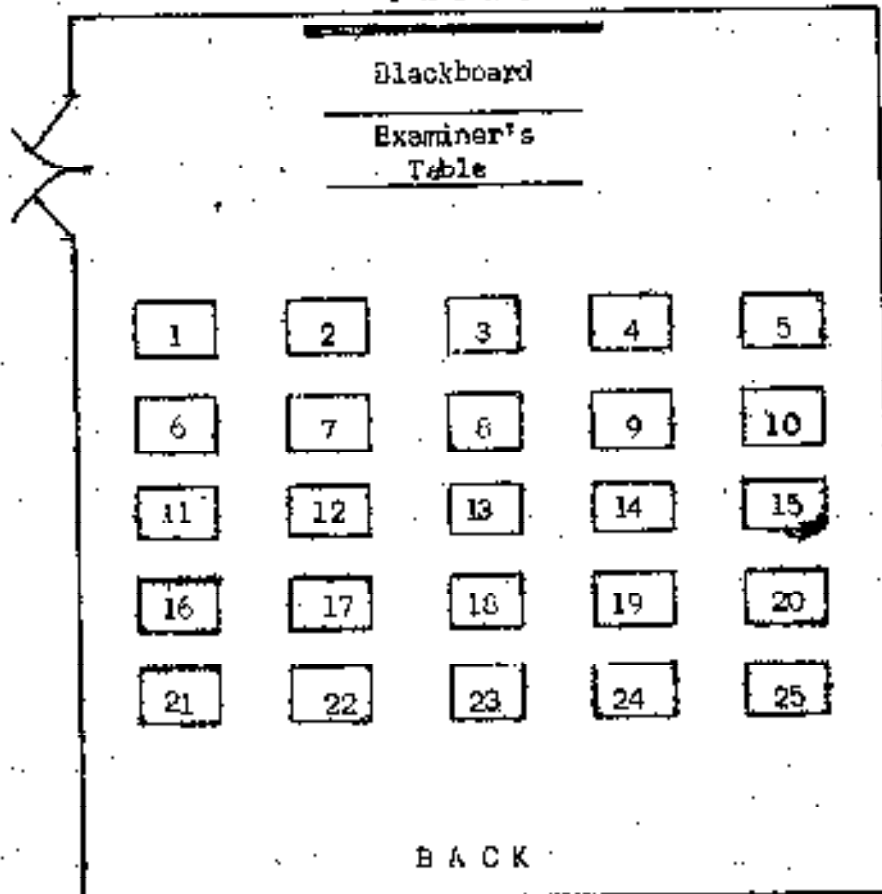
- a. Make an ocular inspection of the building(s) and rooms to be used for the examination. Coordinate with the Head of the school in the preparation of the examination rooms at least a day prior to the scheduled examination.
- b. Assign a confidential room to be used as distribution and retrieval center for test materials on examination day. This room should be accessible to Examiners.
- c. Receive the test materials from the NETC-DEC representative and be responsible for the security of these materials from the time of their delivery up to the time said materials are turned over to the NETC-DEC representative after the examination.
- d. Be at the assigned examination building at 7:00 A.M., or earlier, on the examination day.
- e. Distribute systematically the test materials to the Examiners for the rooms assigned to them. Materials to be distributed are: (1) Seat Plan (2) Test Booklets with Answer Sheets inside
- f. Serve as consultant when problems arise during the administration of the examination.
- g. After the examination, receive, count and check carefully all test materials from the Examiners.
- h. All materials, used and unused, must be duly accounted for. Examiners and Proctors should not be allowed to leave until they have accounted for all test materials.
- i. Collect the Examiner and Proctor's report (2 copies) and prepare the Chief Examiner's Test Materials Accounting Form in triplicate.
- j. The used Answer Sheets, the Seat Plan, the Examiner's and Proctor's Reports, and the Chief Examiner's Test Materials Accounting Form should be placed in the Examiner's/Proctor's Transmittal Report Envelope.

Guidelines for Examiners

- a. Be at their assigned examination room at 7:00 A.M., at the latest, on the examination day.
- b. Receive the test materials from the Chief Examiner.
- c. Administer the test in the designated room on the scheduled examination day.
- d. Assign seats to the examinees following the seating arrangement shown in the next page.

Physical Arrangement of Examination Room

FRONT



It is imperative that the foregoing diagram for the seating arrangement of examinees be followed.

To facilitate control of passing in and out of the room only one door should be kept open.

- e. Read very carefully and follow strictly the procedure on the conduct of the examination in this Handbook.
- f. Maintain the security and confidentiality of the examination materials in your custody.
- g. Avoid reading newspapers or making unnecessary conversation with the Proctor during the examination.
- h. Avoid testing oneself or answering or making copies of the examination questions. Anyone who violates this will be subject to administrative action.
- i. Report immediately to the Chief Examiner or any Security Personnel in the building any violation of instructions, such as cases of cheating or any other similar irregularities. Occurrences of any irregularity should be reported in the Seat Plan, under Remarks.
- j. Account for and return all examination materials and forms to the Chief Examiner immediately after the examination.
 - (1) Count and arrange all Answer Sheets consecutively and put these inside the Examiner's/Proctor's Transmittal Report Envelope.
 - (2) Count and arrange all Test Booklets consecutively and put these in the original plastic bag.
- k. Accomplish the Examiner's/Proctor's Transmittal Report.

Guidelines for Proctors

- a. Report to your place of assignment at 7:00 A.M., or earlier on Examination Day.
- b. Read carefully and follow strictly the examination procedure in this Handbook.
- c. Assist the Examiner in the following activities:
 - (1) See to it that chairs are arranged sufficiently far apart to discourage cheating.
 - (2) Check the identity of the individual examinee using identification required for registration or registration slip given upon registration.
 - (3) Accomplish the Seat Plan on the form furnished. Do not allow the examinees to change their seats after they have been assigned their seats and have written their examination numbers on the Seat Plan.
 - (4) Verify the count of the test materials entrusted to you for distribution to the examinees.

- (5) Distribute the test materials to the examinees according to the procedure given in this Handbook.
- (6) Submit excess Test Booklets and Answer Sheets to the Examiner who in turn will submit these to the NETC-DEC representative who will go around to collect them.
- (7) Maintain discipline in the examination room.
- (8) Report to the Examiner any irregularities that may occur during the administration of the examination.
- (9) Collect test materials after the examination and check them one by one.

d. Accomplish and submit the required reports to the Examiner.

The retrieval of the test materials require utmost care and vigilance on the part of the TST Committee, Chief Examiners, Examiners and Proctors. The following guidelines should be observed.

- (1) Proctor shall turn over the examination materials (Seat Plan, Answer Sheets, and Test Booklets) to the Room Examiner who shall check the count and turn these over to the Chief Examiner. The Chief Examiner shall then make a final physical count of all the examination materials.
- (2) The Chief Examiner shall pack these materials by kind, label the packages properly, and submit all these to the Test Committee who shall take charge of the delivery of same to the person (NETC-DEC representative) authorized to receive them.

EVERYBODY IS ENJOINED TO EXERCISE UTMOST CARE AND VIGILANCE TO INSURE THE ABSOLUTE INTEGRITY OF THE EXAMINATION AND THUS MAINTAIN INVIOLOATE THE FAITH AND CONFIDENCE OF THE PUBLIC.

ANY VIOLATION OF INSTRUCTIONS IN THIS HANDBOOK BY THE EXAMINERS OR BY ANYBODY DURING THE EXAMINATION SHALL BE CAUSE FOR DISCIPLINARY ACTION AGAINST THE PERSONNEL CONCERNED.

Instructions to Examiners on the
Examination Procedure

1. The examinees must not be allowed to bring books, notebooks, calculators or any aids to the examination room.
2. The Test Booklet consists of two parts:
 - Part I - Examinee's Personal Data
 - Part II - Test Proper
 - A. General Education - 60 minutes
 - B. Professional Education - 60 minutes
 - C. Practical Situations - 30 minutes
3. Part I will be answered in 5 minutes. The time allotted for Part II is 2 hours and 30 minutes.
4. The examinee's answers for Parts I and II are to be written in the Answer Sheet.
5. Examination Procedure
 - a. When the examinees are ready to begin the test, the Examiner says:

Proctor, please distribute the Test Booklets with their corresponding Answer Sheets face down. (Pause and wait until the Proctor has finished distributing the test materials).

- b. When everybody has been given his/her Test Booklet, the Examiner says:

Now, turn over your Test Booklet. (Wait until everybody has done this). Remove the Answer Sheet from inside the Test Booklet and put it aside. (Pause.)

We shall check the number of pages of your Test Booklet one by one from the first to the last. If you find any missing pages or misprints, raise your hand so that we can change your Test Booklet with another.

This checking of pages should be done simultaneously with the Examiner reading out aloud each page number starting with page one until the last page.

- c. When all the pages of the Test Booklet have been checked, the Examiner says:

Now read the directions on the inside front cover of your Test Booklet. (Pause.) Give the Examinees 3 minutes to read the directions.

When the Examiner is sure that the Examinees have understood the directions, she says:

Now turn to the next page and begin answering Part I. You have 5 minutes to finish all of Part I. Record your answers on the blanks after the corresponding numbers in Part I of your Answer Sheet.

- d. Write on the board the exact time Part I was started. Write also the time allotments for Part I and Part II as well as the total time allotment for the whole test. While the examinees are accomplishing Part I, the Proctor goes around and requires each examinee to write his name in the box corresponding to his seat in the Seat Plan. The number of his Test Booklet is also indicated below his name.
- e. After the time allotted for Part I is up the Examiner says:

Now, we are ready to start with the Test Proper or Part II. Ready - - - Begin.

Write on the board the exact time Part II commenced and the time it is to be finished. Ten minutes before the time is up, the Examiner says:

You have 10 minutes more for the test.

Examinees who finish before the allotted time is up may be allowed to leave the room provided they have submitted their Test Booklets and Answer Sheets.

- f. At the end of the time limit for Part II the Examiner says:

STOP. Put your pencils/ball pens down. Close your Test Booklets. Place your Answer Sheet on top of your Test Booklet. Please wait until I tell you to leave the room.

The Proctor should assist the Examiner in collecting the Answer Sheet and Test Booklet from each examinee and in counting them. Except for those who finished ahead, had submitted their Test Booklets and Answer Sheets and were allowed to leave, make sure that nobody leaves the room until all the Test Booklets and Answer Sheets are accounted for. Double check and see that all pages of the Test Booklet are intact. The number of Answer Sheets and Test Booklets used should tally with the number of examinees who actually took the test.

- g. After all the test materials have been accounted for by the Proctor, the Examiner says:

You are through with the test. You may now leave the room.

