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DepED MEMORANDUM  
No. 37, s. 2004

JAN 27 2004

ADMINISTRATION OF THE HIGH SCHOOL READINESS TEST (HSRT)  
TO ALL INCOMING FIRST YEAR HIGH SCHOOL STUDENTS  
IN PUBLIC SCHOOLS

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools  
Heads of Regionally-Supervised Secondary Schools

1. The Bridge Program, which is an enrichment and developmental program in English, Science and Mathematics for first year high school students, will be implemented in all public secondary schools starting school year 2004-2005. To identify those who will undergo this Program, all incoming first year high school students in public secondary schools shall take the High School Readiness Test (HSRT).
2. The National Education Testing and Research Center (NETRC), with the assistance of secondary school officials, will administer the HSRT on May 5, 2004.
3. Only first year high school students who shall have taken the HSRT will be accepted for enrollment in public secondary schools next school year.
4. Those accepted in specialized science high schools are exempted from taking the HSRT in as much as they have undergone a more rigid admission process.
5. Elementary school graduates intending to pursue secondary education must take the HSRT in the high school where they will enroll.
6. The list of the grade six pupils who intend to enroll in a particular secondary school shall be submitted by the Elementary School Head where they are currently enrolled to the School Principal concerned and a copy furnished to the Schools Division Superintendent (SDS) for the latter's reference and consolidation (Please see Enclosure No. 1).
7. Consolidation of data on the expected first year high school enrollment in each of the schools in the division shall be done by the Division Office and shall be submitted by the SDS to the NETRC on or before March 7, 2004 for the latter's reference in the allocation of test materials (Please see Enclosure No. 2).
8. Guidelines pertinent to the delivery and retrieval of test materials, administration of the test, scoring, and report to be accomplished are in Enclosure No. 3.
9. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Encls.:

As stated

Reference:

N o n e

Allotment: 1--(D.O. 50-97)

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

PROGRAMS  
STUDENTS  
TESTS

Madel:c:administration HSRT  
01-09-04

\_\_\_\_\_  
Elementary School  
\_\_\_\_\_  
\_\_\_\_\_, 2004

The Secondary School Principal  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

The pupils listed below intend to enroll in your school in SY 2004-2005.

No.	Name of Pupils	Sex	Age	Home Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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Very truly yours,

\_\_\_\_\_  
TIC / Head Teacher / Principal

Copy furnished;  
Schools Division Superintendent

**Tentative First Year Enrollment in the Secondary Schools**  
Division of \_\_\_\_\_

No.	Name of School	Address of School	Expected Enrollees		
			M	F	T
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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35					
GRAND TOTAL					

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Submitted by:

\_\_\_\_\_  
Schools Division Superintendent

Enclosure No. 3 to DepED Memorandum No. 37, s. 2004

**GUIDELINES IN THE ADMINISTRATION OF THE HIGH SCHOOL  
READINESS TEST TO INCOMING FIRST YEAR HIGH  
SCHOOL STUDENTS IN SCHOOL YEAR 2004-2005**

The following guidelines in the administration of the High School Readiness Test in School Year 2004-2005 are hereby issued for the guidance of all concerned.

**1. Testing Personnel in the School**

- 1.1 Personnel to be involved in the implementation of the High School Readiness Test shall be the staff assigned in their respective schools. These include the School Principal, Assistant School Principal, Head Teacher, Department Head/s, Guidance Counselor/s and Classroom Teacher/s. They shall function as Chief Examiner, Room Supervisor/s, and Room Examiner/s.
- 1.2 The Chief Examiner in a school shall be the School Head.
- 1.3 The Room Supervisor/s shall be the Assistant School Principal, Department Heads or School Guidance Counselor/s. If there is no personnel with these designations, the Room Supervisor/s shall be a member / members of the teaching staff who has/have the most number of years experience in standardizing testing.
- 1.4 There shall be one Room Supervisor for every five testing rooms. If there are less than five testing rooms, the Chief Examiner acts as the Room Supervisor.
- 1.5 The Room Examiner/s shall be the Secondary School Teacher/s.
- 1.6 There shall be one PTCA Official as member of the testing personnel who shall witness the scoring of answer sheets.

**2. Functions/Responsibilities of Testing Personnel**

- 2.1. The Chief Examiner shall:
  - 2.1.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
  - 2.1.2. receive and acknowledge receipt of the test materials from the Division Office;
  - 2.1.3. orient Room Examiner/s on how to administer the test;
  - 2.1.4. distribute to and retrieve from the Room Examiners the test materials;

- 2.1.5. monitor and supervise the administration of the test;
  - 2.1.6. keep and secure the scoring template;
  - 2.1.7. score the answer sheet;
  - 2.1.8. secure the test materials before and after the testing period; and
  - 2.1.9. designate the PTCA official who will be the member of the scoring team.
- 2.2. The Room Supervisor shall:
- 2.2.1. monitor and supervise the conduct of the test in the rooms assigned to her/him;
  - 2.2.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test; and
  - 2.2.3. assist the Chief Examiner in scoring the answer sheets.
- 2.3. The Room Examiner shall:
- 2.3.1. receive the test booklets (TBs) and answer sheets (ASs) from the Chief Examiner;
  - 2.3.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
  - 2.3.3. prepare the board work showing a replica of the AS;
  - 2.3.4. give instructions to the examinees before distributing the TBs and ASs;
  - 2.3.5. distribute the TBs and ASs to the examinees;
  - 2.3.6. administer the test according to the Examiner's handbook;
  - 2.3.7. retrieve the TBs and ASs from the examinees and submits these to the Chief Examiner.
- 2.4. The PTCA Official or his/her representative shall:
- 2.4.1. witness the scoring of the Answer Sheets and attest to its correctness.

### **3. Testing Center and Testing Room**

- 3.1. Every public secondary school shall be a testing center.
- 3.2. The well-lighted and well-ventilated room/s in the school shall be used as testing room/s.
- 3.3. Thirty students shall be tested in one room.
- 3.4. The list of students to be tested in one room shall be posted in the door of the testing room.

### **4. Report/Forms to be Accomplished**

- 4.1. Scoring Template. This is similar to the Scannable Answer Sheets but it has holes or windows through which correct answers in the Answer Sheet can be seen. This is to be used in scoring the answer sheets.
- 4.2. Room/Chief Examiner's Transmittal Report Envelope (RCETRE). This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case maybe. Used Answer Sheets shall be placed in the envelope to be accomplished by the Room Examiner. Scoring Template and unused Answer Sheets shall be placed in the envelope to be accomplished by the Chief Examiner. All envelopes shall be submitted to NETRC.
- 4.3. List of Examinees. This is a list of the examinees who are expected to take the test in a school and this is posted at the door before testing. The report contains the data on Examiner's Name, Examinee Number, Raw Score by Subject and the Total Raw and Percentage. This report is to be prepared in three copies, one for the school, one for division, and the other for NETRC.

### **5. Test Materials**

- 5.1. Test Booklet (TB). A test booklet contains the test in three subject areas.
- 5.2. Answer Sheet (AS). These are scannable and can be scanned only if pencils are used to blacken /shade the bubbles/circles.
- 5.3. Pencil. Only pencil is used to blacken/shade the AS. This is to be provided by each examinee.
- 5.4. Examiner's Handbook. This booklet enumerates the procedures in administering the test, instructions in filling out the Scannable AS, and forms to be accomplished by each testing personnel and to whom the reports are to be submitted. It also includes the instructions to be read verbatim by the Examiner.
- 5.5. TBs and ASs are packed in sealed plastic bags. Each pack of ASs has 30. The same holds true in the pack of TBs. The packs of ASs and TBs for a school are also packed in bigger plastic bags or boxes.

## **6. Testing Sessions**

- 6.1. Expected first year enrollees in a school shall be tested in the morning only. The test shall start not later than 7:30 o'clock. Testing will be about four hours including the reading of directions.
- 6.2. There will be a snacks break after the first subject. Examinees are advised to bring their snacks and take them in the examination room.

## **7. Scoring the Answer Sheets and Recording the Scores in the List of Examinees**

- 7.1. Answer Sheets shall be scored immediately after the test using the Scoring Template.
- 7.2. Only the Chief Examiner and one of the Room Supervisors will score the Answer Sheets. If there is no Room Supervisor due to small number of examinees (which is less than 5 rooms), only the Chief Examiner shall score the test.
- 7.3. The scoring of ASs shall be witnessed by the designated PTCA Official or his authorized representative
- 7.4. The raw score of the examinees per subject shall be recorded in the List of Examinees but in the column for total score, the raw and percentage scores shall be entered (Please see Enclosure 4).

## **8. Delivery of Test Materials**

- 8.1. There shall be a courier/forwarder to deliver the test materials to the Division Office to be supervised by NETRC staff.
- 8.2. Test materials for the school shall be delivered by the Division Office.
- 8.3. The Packing Guide and the Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received.
- 8.4. Upon receipt of the test materials by the School Division Superintendent or his/her representative, these shall be deposited in a safe and well-secured place. If materials are delivered to the Division Office much earlier, they shall be delivered to the secondary schools a few days before testing day.
- 8.5. Boxes containing the materials shall be opened carefully, making sure that labels are not tampered and sides of boxes are not torn out because they are the same boxes to be used during the retrieval.
- 8.6. All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination day. Any discrepancy noted must be properly documented by the Chief Examiner.





Division of \_\_\_\_\_ School

List of Examinees in the High School Readiness Test on May 5, 2004  
and Obtained Scores by Subject and Total Test

No.	Name of Examinee	Age	Sex	Examinee Number	Raw Score Per Subject			Total Score	
					English	Science	Math	Raw	Percentage
1									
2									
3									
4									
5									
6									
7									
8									
9									
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Prepared by: \_\_\_\_\_  
School Head

Certified True and Correct:

Attested:

\_\_\_\_\_  
Chief Examiner

\_\_\_\_\_  
PTCA Official