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DepED MEMORANDUM  
No. 193, s. 2004

APR 30 2004

**SUPPLEMENTARY GUIDELINES IN THE ADMINISTRATION  
OF THE HIGH SCHOOL READINESS TEST (HSRT)**

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

1. For the information and guidance of all concerned, enclosed are the Supplementary Guidelines to DepED Memorandum No. 37, s. 2004 entitled "Administration of the High School Readiness Test (HSRT)."
2. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Encl.:  
As stated

Reference:  
DepED Memorandum: (No. 37, s. 2004)

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS  
STUDENTS

## Supplementary Guidelines in the Administration of the High School Readiness Test

In addition to the guidelines enumerated in Enclosure No. 3 of DepEd Memorandum No. 37, s. 2004, the following shall be implemented.

### 1. Functions/ Responsibilities of Testing Personnel.

- 1.1. All Room Supervisors shall assist the Chief Examiner in scoring the answer sheets (AS). Each Room Supervisor shall score the AS of examinees coming from the rooms which she/he supervised during the testing session.

### 2. Testing Center and Testing Session

- 2.1. In case the secondary school to be used as testing center lacks testing rooms, the elementary school nearest to that secondary school shall be used as testing center. In this case, the Asst. Principal of the secondary school shall serve as Chief Examiner.
- 2.2. A student who is not listed in the List of Examinees in a school/testing center may be administered the test on examination day provided that test booklets and answer sheets are adequate..
- 2.3. In extreme cases where the listed examinees are more than the test booklets delivered, and/or where test booklets cannot be availed of, the examinees shall be instructed to stand by in a given area and wait for the first testing session to be finished. The test shall be administered to them immediately after the first session, making sure that those who have taken the test do not communicate with those who are to take the test in the second testing session.

### 3. Reports/Forms to be Accomplished

- 3.1. The number of scoring template shall be proportional to the number of examinees in the testing center. As such, there shall be one scoring template for every 150 examinees.
- 3.2. A student who wishes to enroll in another school rather than in the school where he/she shall have taken the HSRT shall be issued a Certificate of Rating as evidence that he/she has taken the HSRT.