



Tanggapan ng Kalihim
Office of the Secretary

JUN 07 2005

DepED MEMORANDUM

No. **171**, s. 2005

NATIONWIDE ADMINISTRATION OF THE FIRST READING TEST
TO INCOMING GRADE THREE PUPILS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. The First Reading Test aims to present a quantitative and qualitative assessment of the reading ability of Grade II school children in public elementary schools. This test shall be administered for the first time to incoming Grade III pupils on July 12, 2005, SY 2005-2006.

2. In preparation for the forthcoming nationwide administration of the first Reading Test, the Department of Education (DepED) through the National Education Testing and Research Center (NETRC) shall conduct a one-day live-in orientation-seminar for Regional Testing Coordinators, Elementary Division Testing Coordinators and selected NETRC personnel.

3. The orientation-seminar shall focus mainly on the general conduct of the test and specifically on the following: a) assignment of testing officials and their duties, functions and responsibilities; b) accurate and proper accomplishment of reports and forms; c) guidelines in the administration of the written and oral reading test; d) procedures in the delivery and retrieval of test materials; and e) procedures in the preparation of budget relative to the test administration.

4. The following are the schedules and venues of the orientation seminar:

Group	Regions	Date	Venue
1 - Luzon	I, II, III, IV-A, IV-B, V, NCR and CAR	June 14 -15	Teachers Camp, Baguio City
2 - Visayas and Mindanao	VI, VII, VIII, IX, X, XI, XII, CARAGA and ARMM	June 21-22	Ecotech Center Cebu City

5. The participants are expected to bring with them the masterlist of incoming Grade III pupils based on the Grade II Promotional Report (BPS Form 18E) of their schools.

6. All expenses incurred in the attendance to said seminar-orientation shall be charged against NETRC funds subject to the existing accounting and auditing rules and regulations. Accommodation shall start at noon of the 1st day until checkout time at noon of second day. The participants shall shoulder their own expenses in the event that they arrive earlier and/or leave later than the abovementioned schedules. For austerity and cost cutting measures as provided for by Administrative Order No. 103, the participants are further advised to avail of promo airline tickets and boat/bus fares.

7. Other pertinent guidelines on the assignment of examiners, delivery and retrieval of materials and other pertinent information are stated in the enclosure.

8. For more information, please contact the Office of the Director, NETRC, 2F Mabini Building, DepED Complex, Pasig City at tel. no. (02) 631-6921, trunk line number (02) 632-1361 to 70 local 2135 and mobile phone no. 0928-6102857.

8. Immediate and wide dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encl.: As stated

Reference: None

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

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

Learning Area, READING
PUPILS
SEMINARS
TEST

Reformatted by: Maricar/DM-1st ReadingTest Grade 3
05-27-05

Guidelines in the Implementation of Reading Tests

Guidelines in the implementation of Reading Tests to be started with entering Grade Three pupils in all public schools nationwide in school year 2004-2005 are hereby enumerated for the guidance of all concerned.

1. Implementing Officials

- 1.1. The implementation of the assessment in reading in the elementary level starting with grade two shall be undertaken by officials in three levels: Division, District, and School.
- 1.2. In the division level, the Schools Division Superintendent and the General Education Supervisor designated as Division Testing Coordinator shall act as the Division Implementing and Coordinating Officials.
- 1.3. In the district level, the District Supervisor shall act as the coordinator between the division office and elementary schools under his supervision.
- 1.4. In the school level, the School Principal or Head Teacher shall act as Chief Examiner and the Classroom Teacher/s as Room Examiner/s.

2. Functions and Responsibilities

- 2.1. The Schools Division Superintendent shall:
 - 2.1.1. oversee the implementation of the testing program in the division;
 - 2.1.2. provide the National Education Testing and Research Center a list of schools and the number of enrollees in the grade/year levels to be tested; and
 - 2.1.3. receive from and deliver to the National Education Testing and Research Center (NETRC) all the test materials through its authorized courier/ forwarders.
- 2.2. The Division Testing Coordinator shall:
 - 2.2.1. coordinate with the NETRC activities such as: submission of report on number of examinees per school; delivery to and retrieval from the districts of test

- 2.2.2. attend national orientation seminar-workshops and/or conference on the administration of the national test;
- 2.2.3. conduct an echo division orientation conference to district supervisors or officers in charge of a district;
- 2.2.4. perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project.

2.3. The District Supervisor shall:

- 2.3.1. oversee the implementation of the project in the elementary schools within his/her district;
- 2.3.2. serve as the coordinator between the division office and elementary schools under his/her supervision;
- 2.3.3. submit to the division office the list of schools and number of pupils to be tested; and
- 2.3.4. help facilitate the delivery to and retrieval from the schools all test materials.
- 2.3.5. conduct a district orientation conference for all school principals and head teachers in the district.

2.4. The School Principal, Head Teacher or Teacher In Charge shall:

- 2.4.1. act as the Chief Examiner in his/her respective school;
- 2.4.2. designate the Room Supervisor to supervise the administration of the test in five testing rooms. If there are less than five testing rooms in one testing center the Chief Examiner shall act as the Room Supervisor;
- 2.4.3. designate the Room Examiners from among those in his/her school, **except those who are class advisers of the pupils to be tested;**
- 2.4.1. in agreement with other school principals within a district, exchange assignment of Room Examiners with those from other schools, provided that transportation expenses of these Room Examiners are charged to local funds;
- 2.4.2. inform the examinees through their class adviser/s to bring their pencils,

- 2.4.4. orient Room Examiners on standard administration of the test;
 - 2.4.5. receive and acknowledge receipt of the test materials from the District Office;
 - 2.4.6. secure the test materials under his/her custody before and after testing;
 - 2.4.7. distribute to and retrieve from the Room Examiners the test materials; and
 - 2.4.8. monitor and supervise the administration of the test in the testing center.
- 2.5. The Room Supervisor shall:
- 2.5.1. monitor and supervise the conduct of the test in the rooms assigned to her/him in the testing center; and
 - 2.5.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials.
- 2.6. The Room Examiner shall:
- 2.6.1. receive the test booklets (TBs) from the Chief Examiner;
 - 2.6.2. account for the TBs he/she receives before proceeding to his/her room assignment;
 - 2.6.3. prepare the board work showing a replica of the AS;
 - 2.6.4. assist the examinees in accomplishing the name grid and other personal information in the scannable TB/AS
 - 2.6.4. give the general directions to the examinees before distributing the TBs
 - 2.6.5. distribute the TBs to the examinees;
 - 2.6.6. administer the test following strictly the Examiner's Handbook;
 - 2.6.7. retrieve from the examinees the TBs; and
 - 3.4.1. return the TBs/ASs to the Chief Examiner.

3. Testing Center, Testing Rooms, and Testing Session

- 3.1. Testing centers shall be the public schools where the pupils are enrolled.
- 3.2. Whenever possible, testing rooms in the testing center should be located in one building or in adjacent buildings to facilitate the distribution and retrieval of test materials and the monitoring of test administration.
- 3.3. There shall be twenty pupils in one testing room.
- 3.3. Testing session shall start not later than 8:00 o'clock in the morning.

4. Test Materials

- 4.1. The reading test booklet with multiple choice test format is scannable. It contains the reading stimulus in pictures and text and the test items that follow each. Examinees are to shade one of the circles of the options for an item.
- 4.2. Pencil. Only lead pencil is used to blacken/shade the bubbles/circles in the scannable AS and to write the answers in the test with open ended questions. This is to be provided by each examinee.
- 4.3. Examiner's Handbook. This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, forms to be accomplished by each testing personnel, and reports to be submitted to specific testing personnel. It also includes the general instructions to be read verbatim by the Room Examiner.
- 4.4. TBs are packed in sealed plastic bags with 20 in each pack. The packs of ASs are packed in bigger plastic bags or boxes.

5. Reports/Forms to Accomplish

- 5.1. **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 may be. In the envelope accomplished by the Room Examiner, the forms to be placed therein are: *used TBs in the Multiple Choice Test*, *NETRC Form 1 (List of Examinees)* and *Form 2 (Seat Plan)*, which are in one sheet printed back to back. In the envelope accomplished by the Chief Examiner reports to be placed therein are: *unused TBs of all rooms in the testing center*, *NETRC Form 3 (Test Materials Accounting Form)* and the *Chief Examiner's*