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DepED MEMORANDUM
No. 350 , s. 2004

AUG 17 2004

**ADMINISTRATION OF THE SECOND HIGH SCHOOL READINESS TEST (HSRT-2)
TO FIRST YEAR HIGH SCHOOL STUDENTS IN ALL PUBLIC SCHOOLS**

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

1. Pursuant to DepED Memorandum No. 255, s. 2004 dated June 9, 2004, the Second High School Readiness Test (HSRT-2) will be administered on August 31, 2004.
2. The National Education Testing and Research Center (NETRC), with the assistance of secondary school officials, shall administer the HSRT-2.
3. The HSRT-2 aims to identify the students who will be strongly advised and strongly encouraged to go to the Bridge Program and to provide schools information on the mastery level of learning competencies in English, Science and Mathematics after students have undergone a two-month instruction in First Year high school.
4. All students enrolled in the regular First Year High School Program shall take the HSRT-2 except those exempted in HSRT-1.
5. Students in science high schools are still exempted from taking the HSRT-2.
6. Those who are already enrolled in the Bridge Program will no longer take the HSRT-2.
7. The Department is starting a tracking system of students and schools, hence, all school heads are directed to inform their students before examination day the elementary school codes of the schools where the students finished Grade Six. They are also advised to inform the same students of the secondary school code they are currently enrolled in. The school codes will be written in the Answer Sheet (AS) by the students during the HSRT-2.
8. Guidelines pertinent to the delivery/retrieval of test materials, test administration, scoring and reporting of test results are presented in Enclosure Nos. 1 and 2.
9. Immediate dissemination of this Memorandum is desired.

RAMON C. BACANI
Undersecretary
Officer-in-Charge

(Enclosure No. 1 to DepED Memorandum No. 350, s. 2004)

GUIDELINES IN THE ADMINISTRATION OF THE SECOND HIGH SCHOOL READINESS TEST TO INCOMING FIRST YEAR HIGH SCHOOL STUDENTS

The following guidelines in the administration of the SECOND HIGH SCHOOL READINESS TEST (HSRT-2) in school year 2003-2004 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 Second High School Readiness Test shall be the staff assigned in their respective school. These include the School Principal, Head Teacher, 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 Guidance Counselor/s. If there are 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 standardized 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 Examiners on how to administer the test;

- 2.1.4. provide Room Examiner with Elementary School Codes (those where first year students graduated grade six) and Secondary School Code (the current school where the students are enrolled).
 - 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 sheets;
 - 2.1.8. secure the test materials before and after the testing period; and
 - 2.1.9. designate the PTCA official who will witness the scoring.
- 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 and the elementary school codes where students graduated grade six (those in their district) and the secondary school code where the students are taking the test;
 - 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 submit 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 high 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 (30) students shall be tested in one room.

4. Report/Forms to be Accomplished

4.1 **Room/Chief Examiner's Transmittal Report Envelope (R/CETRE).** This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case may be. 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.

4.2 **List of Examinees.** This is a list of the examinees 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 Score and Percentage. This report is to be prepared in two copies, one for the school and one for the division office.

5. Test Materials

5.1 **Test Booklets.** A test booklet contains the test in three subject areas. It is reusable. The same TBs shall be used in the morning and in the afternoon. A pack has thirty (30) test booklets.

5.2 **Answer Sheets.** These are scannable and can be scanned only if pencils are used to blacken/shade the bubbles/circles. A pack has thirty (30) answer sheets.

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 **Scoring Template.** This is similar to the Scannable Answer Sheets but has holes or windows through which correct answers in the Answer Sheet can be seen. It shall be used in scoring the answer sheets.

6. Testing Sessions

- 6.1 First year high school students in a school shall be divided into two groups; one group shall be tested in the morning and the other in the afternoon.
- 6.2 If possible, there shall be two groups of Room Examiners; one group to conduct the test in the morning and the other in the afternoon, in order to provide ample time for the Room Examiner to account for all test materials and for Room Examiners in the morning to take their lunch.
- 6.3 The test shall start not later than 7:30 o'clock in the morning and 1:00 o'clock in the afternoon. If the test in the morning is not started on time there will be an adverse effect in the afternoon test because of the time needed for the accounting of test materials after morning session.

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. *No marks (check, cross, or dots) shall be written in the answer sheet.* These marks are read by the machine as multiple answers, hence, answer sheets become null and void.
- 7.2 Multiple answers (more than one answer) in a test item shall not be counted.
- 7.3 Answer sheets of examinees in one room shall be scored by the Room Examiner in the presence of the school head the designated PTCA official.
- 7.4 The scoring of AS shall be witnessed by the designated PTCA official or his authorized representative.
- 7.5 The raw score per subject of the examinees 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 2). One copy of the List of Examinees shall be retained in the school as reference to identify the students who will go to the Bridge Program and the other is to be submitted to the division office.

8. Delivery of Test Materials

- 8.1 There shall be a courier/forwarder to deliver the test materials to the Division Office but the courier will not be escorted 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 Schools 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.

9. Retrieval of Test Booklets (TB) and Answer Sheets (AS)

- 9.1 All test materials received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 9.2 Before test materials are packed for retrieval they must be counterchecked with the delivery receipts to ensure that the number of test materials to be retrieved tally with those delivered. These should be properly indicated in the Delivery Receipt. Any discrepancy must be properly documented by the Chief Examiner.
- 9.3 Test materials shall be retrieved from the secondary schools by the Division Office.
- 9.4 There shall be a courier/forwarder to retrieve the test materials from the Division Office.

Division of _____

**Masterlist of Examinees in the SECOND HIGH SCHOOL READINESS TEST (HSRT-2) on August 31, 2004
and Obtained Scores by Subject and Total Test**

No.	Name of Examinee	Elementary School Graduated From	Elementary School Code	Age	Sex	Raw Score Per Subject		Total Score	
						English	Science	Math	Raw
1									
2									
3									
4									
5									
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Prepared by: _____

Certified True and Correct

Name and Signature of Room Examiner

Name and Signature of School Head	Name and Signature of PTCA Official
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