



AUG 24 2005

DepED MEMORANDUM

No. 244, s. 2005

ADMINISTRATION OF THE TEACHERS SCIENCE AND MATHEMATICS TEST

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

1. In line with the thrust of the Department to strengthen Science and Mathematics education in the public schools, the Teachers Science and Mathematics Test will be administered to generate baseline data on teachers' capabilities in these subjects in order to determine their training needs.
2. A pilot test shall be administered by the National Education Testing and Research Center in Cavite, Quezon City and Naga City on August 27-28, 2005 and in Surigao City, Iloilo City, and Cagayan de Oro City on September 3-4, 2005.
3. Teacher-examinees are those who teach Science and/or Mathematics in public elementary and secondary schools whether they are majors or not.
4. Teacher-examinees shall be given one-day service credit pursuant to Section 1.d.j. of DepED Order No. 53, s. 2003.
5. Testing in other divisions shall be done by batch, the schedule to be announced later.
6. Guidelines on the administration of the test are enumerated in the Enclosure.
7. Travel expenses of field officials and teachers on testing day shall be charged against local funds and/or Local School Board Funds subject to availability of funds and to the usual accounting rules and regulations.
8. Immediate and wide dissemination of this Memorandum is enjoined.

*Ramon C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Encl.: As stated

Reference: DepED Order: No. 53, s. 2003

Allotment: 1—(D.O. 50-97)

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

TEACHERS

TESTS

Model: science/mathematics test

(Enclosure to DepED Memorandum No. 244, s. 2005)

## GUIDELINES IN THE ADMINISTRATION OF THE TEACHERS SCIENCE AND MATHEMATICS TEST

The following guidelines in the administration of the Teachers Science and Mathematics Test (TSMT) are hereby enumerated for the guidance of all concerned:

### 1. Scope and Coverage of the Test

- 1.1. There are 10 sets of tests. One set of test has two subtests. The first subtest measures process skills in science and mathematics which is for all teachers who teach science and/or mathematics in the elementary and secondary schools. The second subtest assesses one specific content area in science or in mathematics.
- 1.2. There is one general content area in science in the elementary level and four specific content areas in the secondary level: general science, biology, chemistry, and physics.
- 1.3. There is also one general content area in mathematics in the elementary level and four specific content areas in the secondary level: elementary algebra, advanced algebra, geometry, and trigonometry.
- 1.4. The sets of test to be taken by each teacher vary according to the content area he/she teaches in school. In other words, the subjects that the teacher teaches shall be the same subjects that she shall take in the test. In the same vein, the time allotment also varies.
- 1.5. In general, a teacher who teaches one or two content areas shall take the test in the morning; a teacher who teaches three or four content areas shall take the test in one day: two content areas in the morning and one or two in the afternoon.

### 2. Schedule of Testing

- 2.1. Test administration of the Teachers Test in Science and Mathematics shall be done only on Saturday and/or Sunday.
- 2.2. Test administration shall be by division and the schedule shall be prepared by the National Education Testing and Research Center.
- 2.3. Teachers who will take the test shall be granted one day service credit in accordance with Section 1.d.j. of DepEd Order No. 53, s. 2003.

### 3. Grouping of Teacher-Examinees

- 3.1. Teacher-examinees from the elementary schools shall be grouped separately from those in the secondary school teachers.
- 3.2. In each of the two school levels, teachers shall be classified into three: 1) those who teach science, 2) those who teach mathematics, and 3) those who teach science and mathematics. This classification shall be the basis for grouping examinees by testing room.

- 3.3. There shall be thirty examinees in one testing room.
- 3.4. To determine the number of testing rooms and room examiners, the total number of teachers belonging to each of the three classifications stated in Subsection 3.2. shall be divided by thirty.

#### **4. Testing Personnel and their Functions**

- 4.1. Personnel to be involved in the administration of the Teachers Science and Mathematics Test shall be the Assistant Schools Division Superintendents who shall function as Chief Examiner(s) and General Education Supervisors in regional and division offices, district supervisors, and principals who shall function as Room Examiners. However, the latter shall be included only in cases where the supervisors in a schools division are not enough.
- 4.2. The Chief Examiner shall:
  - 4.2.1. designate the staff stated in Subsection 4.1 as Room Examiner/s;
  - 4.2.2. assign the testing room of Room Examiners;
  - 4.2.3. prepare the list of examinees per testing room and post this at the door/entrance of the testing room;
  - 4.2.4. receive and acknowledge receipt of the test materials from the NETRC staff;
  - 4.2.5. distribute to and retrieve from the Room Examiners the test materials;
  - 4.2.6. monitor and supervise the administration of the test; and
  - 4.2.7. inform the teachers to bring their pencils and snacks (for those who are to take the test in one day) on examination day.
- 4.3. The Room Examiner shall:
  - 4.3.1. receive the test booklets (TB) and answer sheets (AS) from the Chief Examiner;
  - 4.3.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
  - 4.3.3. give instructions to the examinees before distributing the TBs and ASs;
  - 4.3.4. distribute the TBs and ASs to the examinees;
  - 4.3.5. administer the test according to the Examiner's Handbook;
  - 4.3.6. retrieve the TBs and ASs simultaneously; and
  - 4.3.7. return the TBs and ASs to the Chief Examiner.

#### **5. Testing Center, Testing Room, and Testing Session**

- 5.1. The testing center(s) in the division shall be established by the Schools Division Superintendent.

- 5.2. The testing center shall be the school which is most accessible to all teachers within the division and which can accommodate all the examinees in two testing sessions in one day. If no such school is available, there may be more than one testing center.
- 5.3. If the number of rooms available in a testing center cannot accommodate all the examinees for one day or the number of room examiners is not available or enough for one day, the number of examinees shall be grouped by batches and testing sessions shall be done also by batches, provided however, that testing is done only on Saturday and Sunday.
- 5.4. The test shall start not later than 8:00 o'clock in the morning and 1:00 o'clock in the afternoon.

## **6. Test Materials**

- 6.1. Test Booklet. A test booklet contains a test in one content area. Altogether there are 10 sets of test booklets: five in science and five in mathematics.
- 6.2. Answer Sheet. There are two types of answer sheets. The first is scannable where the multiple choice tests answers are blackened; the second is a booklet where the answers to the open-ended questions are written or accomplished.
- 6.3. Pencil. Only pencil is used to blacken/shade the AS. This is to be provided by each examinee.
- 6.4. Examiner's Handbook. This handbook enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, and instructions to be read verbatim by the Examiner.
- 6.5. TBs and ASs are packed in sealed plastic bags. Each pack of ASs has 30. The same holds true in the pack of TBs.

## **7. Orientation of Examiners**

- 7.1. Orientation of Chief Examiners and Room Examiners shall be conducted by the NETRC Representative on a Friday preceding the weekend testing date of examination.

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

- 8.1. Test materials shall be delivered to and retrieved from the Division Office by NETRC personnel.

## **9. Test Results**

- 9.1. Only the Schools Division Superintendents shall be furnished with the master list of examinees and their test scores.