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| TEPT-PST |
| **EXAMINER’S HANDBOOK** |
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|  **DEPARTMENT OF EDUCATION NATIONAL EDUCATION TESTING AND RESEARCH CENTER PASIG CITY, PHILIPPINES 2015** |

**EXAMINER’S HANDBOOK**

**Teacher’s English Proficiency Test and**

**Process Skills Test in Science and Mathematics (TEPT-PST)**

1. **INTRODUCTION**

This Examiner’s Handbook is intended for those involved in the administration of the Teacher’s English Proficiency Test and Process Skills Test in Science and Mathematics (TEPT-PST). It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this Handbook is necessary.

1. **FUNCTIONS OF THE ROOM EXAMINER**

The functions of the **Room Examiner** are the following:

1. Receives the test materials and counts the test booklets and answer sheets before proceeding to his/her assigned Testing Room;
2. Checks if the examinees have lead pencils to use; and
3. Follows strictly the Examiner’s Handbook during test administration.
4. **INSTRUCTIONS IN THE ADMINISTRATION OF THE TEST**

*To the Room Examiner:* An important factor that affects test performance is the psychological climate in the Testing Room. It is important therefore for the Room Examiner to exude a pleasant demeanor during the conduct of the test. Kindly follow the succeeding instructions strictly to ensure fair and standardized test administration.

* 1. **PRE-TEST**

**3.1.1 Board Work**

A. Write on the board the **School ID** of the examinees in your Testing Room as reference.

B. Parts of the Test

|  |  |  |  |
| --- | --- | --- | --- |
| **Parts of the Test** | **No. of Items** | **Time Allotment** | **Actual Time Record** |
| **PRE-TEST**I. Accomplishing the Answer Sheet |  | 30 mins. | Time Started \_\_\_\_ Time Finished \_\_\_\_\_\_ |
| II. Teacher’s Descriptive Questionnaire (TDQ)  | 45 | 30 mins. | Time Started \_\_\_\_ Time Finished \_\_\_\_\_\_ |
| **TEST PROPER**III. Test of English Proficiency for Teachers (TEPT) | 90 | 1 hr. 30 mins. | Time Started \_\_\_\_ Time Finished \_\_\_\_\_\_ |
| IV. Process Skills Test in Science and Mathematics (PST) | 40 | 1 hr. |
| **Total Time Allotment** |  | **3 hrs. 30 mins.**  |

* + 1. **Seating Arrangement**
			1. Inspect the seating arrangement before instructing the examinees to enter the Testing Room. There should be six rows with five examinees in each row.
			2. Instruct the examinees to enter the room with the first six examinees occupying the front line first, then the second until the last line, as shown below. Their seat assignments must be based on the master list. Moreover, **the seats allotted for examinees who are absent must remain vacant.**

Chalkboard

Examiner’s Table

|  |
| --- |
|  **Row 1 Row 2 Row 3 Row 4 Row 5 Row 6**Line 1 1 2 3 4 5 6Line 2 7 8 9 10 11 12Line 3 13 14 15 16 17 18Line 4 19 20 21 22 23 24Line 5 25 26 27 28 29 30 |

* + 1. **Orientation of the Examinees**

After the examinees are seated and all chairs are cleared, say:

|  |
| --- |
|  *Good morning, everybody. I am (state your name) . There are some points you should remember to follow while taking the test. I shall read each one.* |

Read the following slowly and clearly:

|  |
| --- |
| 1. *You are not allowed to leave the room once the test has started.*
2. *Do not open your Test Booklet until you are told to do so.*
3. *If you have any problems such as missing pages or words that are not printed clearly, raise your hand so I can help you.*
4. *Questions on the directions or on any test item will not be entertained after the test has started.*
5. *Use lead pencil in answering the test.*
6. *Remember to keep your Scannable Answer Sheet clean and free from unnecessary marks. DO NOT fold, crumple, or crease any portion of it, otherwise it may be rejected by the scanning machine.*
7. *Select your answer from the given choices and blacken the circle that corresponds to your answer in the appropriate item number on your Answer Sheet.*
8. *You may change your answer by erasing it neatly. Work quietly and mind only your own work.*
9. *Do not use any references or electronic devices inside the Testing Room.*
10. *Read as fast as you can so that you can complete the test for each subtest within the allotted time. Your progress in answering the test will be recorded as shown also on the board.*
 |

After you have read the guidelines, allow examinees to go out, if necessary, before distributing the test materials.

* + 1. **Distributing the Answer Sheets (ASs) and the Test Booklets (TBs)**

Distribute first the ASs then the TBs. Follow the numbering of examinees shown on page 3.1.2 (Seating Arrangement). Start with the examinee in Number 1 by giving him/her the AS and TB with the lowest serial number and end with examinee in Number 30, giving him/her the highest serial number.

**The AS and TB intended for an examinee who is absent must NOT be distributed and must remain unused inside the plastic bag**.

* + 1. **Checking the Test Booklets (TBs)**

After each Examinee has received a Test Booklet, say:

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| --- |
|  *Everybody, look at your Test Booklets. (Pause). Check the pages one by one. If you notice any misprint or a missing page, raise your hand and I will change it.* |

Say:

|  |
| --- |
|  *The TB is composed of twenty-eight (28) pages printed back to back broken down as follows: (1) The Teacher’s Descriptive Questionnaire (****TDQ****), pages 1-3; and (2)* ***TEPT****, pages 4-15; (3)* ***PST****, pages 16-28.*  |

* + 1. **Filling Out of Information in the Answer Sheet**
			1. **Name Grid**

Say:

|  |
| --- |
|  *You shall now fill in the information needed in your Answer Sheet. First of all, print your name inside the boxes, one letter each.* |

Pause. Give the examinees enough time to write their name, then say:

|  |
| --- |
|  *Accomplish the name grid found on the upper part of the AS. The basic rules in filling out the name grid are as follows:*1. *Write only one letter in each box.*
2. *Enter your last name first. If you are a “JR”, “III” “IV”, etc., write it immediately after the blank box following your surname. Or, if your surname consists of two or more words such as de la Cruz, de los Santos, San Ignacio, etc., write your surname leaving blank boxes in between. If the boxes provided for the last name are not enough for your surname, DO NOT go beyond. The next boxes are for your first name(s). If the boxes for last name are more than enough, leave the boxes blank.*
3. *Enter your first name(s) starting from the box divided by a vertical line marked FIRST NAME. If you have more than one first name, write your names leaving blank boxes in between. If the boxes provided for your first name are not enough DO NOT go beyond. The last box is for your middle initial.*
4. *Finally, fill in your middle initial. If you have two middle names such as San Juan, de Vega, or de los Santos, write only the first letter of your first middle name.*
 |

Pause. Let the examinees follow the instruction, then say:

|  |
| --- |
|  *If you have filled in your last name, first name and middle initial, blacken the circles corresponding to the letters written in the boxes.*  |

Go around to check that this is done by the examinees correctly.

* + - 1. **Grade Level Taught**

Say:

|  |
| --- |
|  *Blacken the circles corresponding to the grade level taught. Shade as many, if necessary.* |

* + - 1. **Gender**

Say:

|  |
| --- |
|  *Indicate your gender by shading the corresponding circle.* |

* + - 1. **Civil Status**

Say:

|  |
| --- |
| *Indicate your civil status by shading the corresponding circle.* |

* + - 1. **Region/Division Codes and School ID**

Say:

|  |
| --- |
|  *Write your Region and Division Codes and School ID, one letter/number in each box. Blacken the circles that correspond to the letters and numbers you have written in the boxes.* |

* + - 1. **Average Number of Students Taught**

Say:

|  |
| --- |
|  *Indicate the average number of students in the class(es) you teach by writing in the boxes and shading the corresponding circles.* |

* + - 1. **Age**

Say:

|  |
| --- |
|  *Blacken the circle corresponding to your age.* |

* + - 1. **Subject(s) Taught**

Say:

|  |
| --- |
|  *Blacken the circle/s corresponding to the subject/s you are teaching this year.* |

* + - 1. **Name and Signature/School and Address**

Say:

|  |
| --- |
|  *At the back of your Answer Sheet, write your name, signature, school and address on the spaces provided.* |

* + 1. **The Teacher’s Descriptive Questionnaire (TDQ)**

Say:

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| --- |
|  *Everybody, open your Test Booklets. Read silently the general directions for the Teacher’s Descriptive Questionnaire. I will give you two minutes to do this.* |

After two minutes, say:

|  |
| --- |
|  *You may now start answering the Teacher’s Descriptive Questionnaire. You are given 30 minutes to do this.*  |

**Require the examinees to accomplish Form 2 (Seat Plan) while answering the TDQ. Form 1 (List of Actual Examinees) must be prepared by the Room Examiner.**

* 1. **TEST PROPER**

Say:

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| --- |
|  *Open your Test Booklets to the Test Proper. Read the general directions for two minutes.* |

After two minutes, say:

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| --- |
|  *You are now ready to start answering the test. Read the questions and shade your answers on numbers 1 to 40 for Structure and Written Expression; numbers 1 to 50 for Reading Comprehension; and 1 to 40 for the Process Skills Test in Science and Mathematics. You have* ***two hours and 30 minutes*** *to finish the whole test.*  *Ready. . . . . . Begin.* |

Go around and see to it that the examinees are recording their answers in the proper numbers. Record on the board the **actual** time started and time to finish the test.

* 1. **POST-TEST**
		1. **Collecting the Test Materials**

Say:

|  |
| --- |
|  *Everybody, please stop writing. You are given two minutes to inspect your answers. Make sure your erasures are clean. See to it that the circles are shaded properly. Also, make sure that only one circle is shaded for each item.* |

Go around and check that the examinees are following these instructions. After inspection has been done, say:

|  |
| --- |
|  *I will go around to collect your Test Materials.*  |

After the TBs have been collected, collect the ASs. **Dismiss the examinees only after accounting that all test materials are retrieved.**

* + 1. **Dismissing the Examinees**

After all test materials are accounted for, say:

|  |
| --- |
|  *We are through with the test. Thank you very much. You may now leave the room. You will know the results of the test through the Division Office.* |

* + 1. **Preparation and Submission of Test Materials**
			1. **Room Examiner**
1. **Test Booklets** - arranged consecutively by Serial Number (**used and unused**), placed in the original plastic bag
2. **Examiner’s Transmittal Report Envelope (ETRE)** - contents:
3. List of Examinees in the Testing Room (prepared by the DTC)
4. Used ASs (arranged consecutively, placed in the original plastic bag)
5. Form 1 (List of Actual Examinees)
6. Form 2 (Seat Plan); *back portion must be left blank*
7. Actual Time Record based on the Board Work

***Note: Please label the ETRE (surplus from the past administration) using a BOLD MARKER with the following data:***

Room No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Testing Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Testing Program: TEPT-PST

* + - 1. **Chief Examiner**

**Chief Examiner’s Transmittal Report Envelope (CETRE)** - contents:

1. Form 3 (Accounting Form)
2. Form 4 (Chief Examiner’s Report Form)
3. Unused ASs
	* 1. **Accounting and Packing of Test Materials**
4. Count, check and verify the number of TBs by plastic bag and bundle them accordingly. See to it that the number of plastic bags tallies with the number of Testing Rooms.
5. Count the number of ETREs and verify that the number of ETREs tallies with the number of Testing Rooms.
6. Place the TMs in their original boxes
7. Place the CETRE on top of the ETREs in Box No. 1 of the ASs.
8. Return the Examiner’s Handbooks and pack these in Box No. 1 of the TBs.
* **THANK YOU VERY MUCH FOR YOUR COOPERATION -**

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