



# **Language Assessment For Primary Grades**

**Grade Three**

**EXAMINER'S HANDBOOK**

**Republic of the Philippines  
Department of Education**

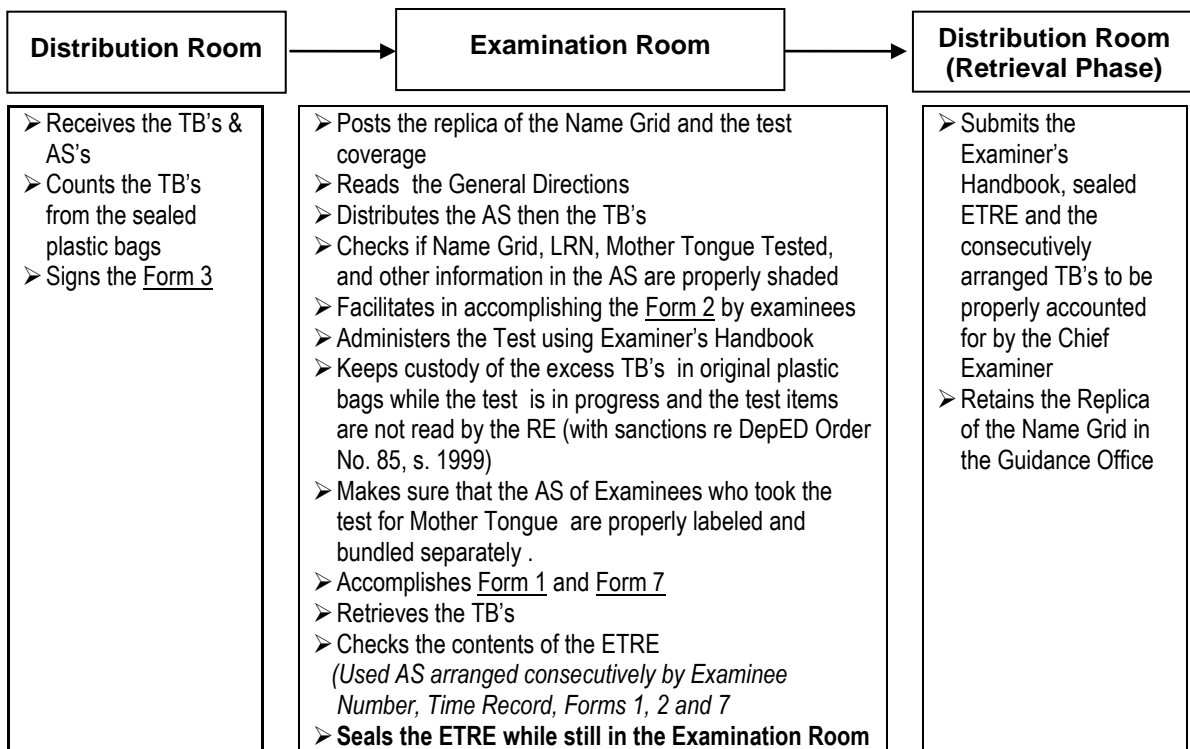
# EXAMINER'S HANDBOOK

## LANGUAGE ASSESSMENT FOR PRIMARY GRADES

### 1. INTRODUCTION

This Examiner's Handbook is intended for those involved in the administration of Language Assessment for Primary Grades. It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this Handbook must be followed strictly.

#### The Room Examiner's (RE) Workflow



### 2. INSTRUCTIONS IN THE ADMINISTRATION OF THE TEST

#### To the Room Examiner:

An important factor that affects performance in a test is the psychological climate in the testing room. It is important therefore that you be very pleasant during the test. Rapport must be established with the examinees because they work better when they are relaxed and properly motivated.

The activities pertaining to the test have to do with: pre-test, test proper and post-test. A checkbox is provided before the number that indicates a major

activity and before the boxed instructions to be read aloud to the examinees. Put a check mark (✓) inside the box after each activity/instruction has been done/given. Follow the succeeding instructions strictly to ensure fair and standardized test administration.

## 2.1 PRE-TEST

### 2.1.1 Test Materials

- A. .Replica of the Name Grid and the Coverage of the Test
- B. Two Test Booklets (Tbs)
  - TB1 Blue Cover - For English and Filipino tests
  - TB2 Cover no color - For Mother Tongue
- C. Listening Guide for the Examiner. Each test (English, Filipino and 18 Mother Tongues has a corresponding Listening Guide)

### 2.1.2 Board Work

Write the parts of the test on the board or on a Manila paper including the time the test has started and the time it will be finished, as shown below.

Parts of the Test	Item Numbers	Time Limit	Time Started	Time to End
General Directions		5 mins	_____	_____
<b>Part I (EDQ)</b>	1- 10	10 mins	_____	_____
<b>Part II (Test Proper)</b>				
Test Booklet 1			_____	_____
Listening Test in English	1 – 12	25 mins.	_____	_____
English	13 - 45	50 mins.	_____	_____
Listening Test in Filipino	1 – 12	20 mins.	_____	_____
Filipino	13 – 45	35 mins.	_____	_____
<b>Total Time Limit</b>		2 hrs. 10 mins		
<b>(Examinees who are finished with Booklet 1 can be dismissed)</b>				
<b>BREAK</b>		15 mins.	_____	_____
Test Booklet 2			_____	_____
Listening Test in Mother Tongue	1 – 12	20 mins	_____	_____
Mother Tongue	13 – 45	35 mins.	_____	_____
<b>Total Time Limit</b>				

Note: For those who are using Mother Tongue other than Filipino/Tagalog. They need to answer Test Booklet 2.

### 2.1.2 Entrance and Seating Arrangement

1. Inspect the seating arrangement before instructing the examinees to enter the testing room. There should be four rows of armchair. Check if the first and last rows are close to the walls.
2. Instruct the examinees to line up outside the room.
3. Call out the names of the examinees by alphabetical order of their surnames. Let the first four examinees occupy the front line first, then the second, until the last line as shown below.

	Chalkboard			
	Examiner's Table			
	Row 1	Row 2	Row 3	Row 4
Line 1	1	2	3	4
Line 2	5	6	7	8
Line 3	9	10	11	12
Line 4	13	14	15	16
Line 5	17	18	19	20

4. In no case shall there be more than 20 examinees in a room.
5. Check again the seating arrangement by calling out the names of the examinees from the list in Form 1 prepared by the School Principal/Testing Coordinator.
6. Check the identities of the examinees inside each examination room by all means (e.g. ID, notebooks bearing the examinee's name; etc.) using the following procedure:
  - a. Countercheck the identity through the ID.
  - b. If ID is not available, ask the examinee to present a notebook or any belonging bearing his/her name.
  - c. In the absence of requirements for a & b identification materials, ask his/her respective classmates inside the Examination Room to attest the identity.
7. Instruct them that all belongings shall be placed in front of the room underneath the blackboard; except the pencils, sharpeners and clean sheets of paper.

### 2.1.3 Orientation of the Examinees

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

*Good morning everybody. I am (State your name). Here are some points to follow while taking the test. I shall read each one while you listen well.*

Read the following slowly and clearly :

1. All of you will answer the 90 items in the English and Filipino tests. (Booklet 1)
2. For those who are using Mother Tongue other than Filipino/Tagalog, you need to answer Booklet 2 with 45 items.
3. Do not leave the room while the test is going on.
4. Do not open your Test Booklet until I tell you.
5. If you have any problem such as missing pages or words that are not printed clearly, raise your hand so I can help you.

6. Do not ask questions on the directions or on any test item after we have started the test.

7. Do not write anything on the Test Booklet. A separate Answer Sheet is provided for your answers.
8. Use lead pencil in answering the test.
9. Remember to keep your Answer Sheet clean and free from unnecessary marks. DO NOT fold or crumple any portion of it, otherwise the scanning machine may reject it.
10. Select your answer from the given choices in the Test Booklet then blacken the circle that tells your answer on the same item number of your Answer Sheet.
11. If you want to change your answer, erase it neatly, then blacken your final answer.
12. Work quietly and mind only your own work.
13. Do not look at the papers of your seatmates. If you do, I will not let you continue the test.
14. Work fast enough so you will finish the test within a given time. If you finish the test ahead of time, review your answers.
15. I will announce when the time to finish is up.
16. When I say STOP, put your pencils down.

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

#### **2.1.4 Distributing the Answer Sheets (AS) and Test Booklets (TBs)**

Cut with a pair of scissors or a blade one end of the plastic bags (one containing the TBs and the other the AS). Check their quantity and see to it that these are accurate and not tampered. In a pack there are twenty (20) TBs. Each examinee will have one TB and one AS. Keep the batch slip in the original plastic bag.

In the distribution of the TBs and AS follow the numbering of examinees shown on Page 4. Start with the examinee in Number 1, by giving him/her the TB/AS with the lowest serial number and end with examinee in Number 20, giving him/her the highest serial number.

**Seats of late comers / absentees should be left vacant. Test Booklets and Answer Sheets allocated to the said examinees should be placed inside the original plastic bag by the Room Examiner pending their arrival.**

#### **2.1.5 Checking the Test Booklets and Answer Sheets**

After each Examinee has received a Test Booklet and an Answer Sheet, say:

*Everybody, put the Answer Sheet on your chair/desk. (Wait until everybody has done this.) Look at your Test Booklet. Check the pages one by one. Do you notice any misprint or a missing page? Raise your hand if there is so I can replace it.*

Pause. Wait until everybody has done this. Then say:

*Everybody, look at your Answer Sheet. Find out if there are defects. In case there are, raise your hand and I will change it.*

Pause. Look for raised hands. In case a Test Booklet or an Answer Sheet is defective, the whole set must be changed. Get this from the regular pack, if there are extras; if none, request the School Testing Coordinator/Room Supervisor to give you the exact number of copies needed from the buffer which is in the custody of the Chief Examiner. This should be noted in the Examiner's Report. When all Test Booklets have been checked, keep the unused TB in your custody. These will be packed with the others upon submission of reports to the Chief Examiner during the post test.

*Let us begin this examination with a prayer printed on page 1 of your Test Booklet. All together, read it silently. Begin.*

### **2.1.6 Filling in of Information in the Answer Sheet**

Say:

*The Answer Sheet is composed of two (2) pages printed back to back broken down as follows: the front page (Page 1) contains the circles for the basic information about yourself and the Examinee's Descriptive Questionnaire (EDQ) circles numbered 1 to 10. The back page contains circles numbered 1 to 12 for the Listening test in English, 13 to 45 for Multiple Choice in English, 1 to 12 for the Listening Test in Filipino, 13 to 45 for Multiple Choice in Filipino, 1 to 12 for the Listening Test in Mother Tongue and 13 to 45 for Multiple Choice in Mother Tongue. In marking the circle, see to it that the whole space within the circle is fully shaded.*

#### **2.1.6.1 Name**

Refer to the enlarged replica on the board.

Say:

*You shall now fill in the information called for on the front page of the Answer Sheet. First of all, print your name on the blank above the NAME GRID. Then print your name inside the box provided for. (Point this to the examinees if they do not find the part immediately.)*

Pause. Give the examinees enough time to write their names. Then say :

*Let us accomplish the name grid found on the upper portion of the Answer Sheet. The basic rules in filling up the name grid are as follows:*

- 1. Write only one letter in each box starting with the first box at the left. Below letter Z are Ñ and dash (-).*
- 2. Enter your last name first, then your first name(s) in the allotted box and finally your middle initial in the last box. If you are a "JR", "III", "IV", etc., write it immediately after your last name but leave one blank in between.*
- 3. If your last name consists of two or more words such as dela Cruz, delos Santos, San Ignacio, etc., write your last names leaving a blank box between. Likewise, if you have two first names write them leaving a blank box in between.*

4. *If you have long last names and/or first names fill your names up to the last box allotted for your last names and first names.*
5. *There are two columns for the middle initial. If you have two or more middle names write only the first letter of the first and second middle names (e.g. SJ for San Juan). If you have one middle name, write the first letter in the first box at the left.*

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

*If you have filled in your surname, first name, and middle initial, blacken the circles below each box which corresponds to the letters written in the boxes.*

**Go around and assist the examinees in filling up the name grid and see to it that this is done by the Examinees correctly. DO NOT continue unless you have seen that all names are written correctly.**

#### **2.1.6.2 Learner Reference Number (LRN)**

Say:

*Blacken the circle corresponding to your 12-digit LRN. It consists of twelve numbers. Check your LRN given by your class adviser. (Go around to check that numbers for the LRN are written correctly in the corresponding boxes).*

#### **2.1.6.3 Gender**

Say:

*Blacken the circle for your gender. Example: If you are a boy, blacken boy. If you are a girl, blacken girl.*

#### **2.1.6.4 Pantawid Pamilyang Pilipino Program (4Ps)**

Say:

*Blacken the circle for the Pantawid Pamilyang Pilipino Program (4Ps). Example: If your family is a recipient of 4Ps blacken yes, if not blacken no, if you do not know, blacken the circle for Don't know.*

#### **2.1.6.5 Type of Community**

Say:

*Blacken the circle for the type of community you are in now. (Examiner, please tell them what your community type is.)*

#### **2.1.6.6 Do You Belong to a section with Special Science Curriculum**

Say:

*Indicate whether you belong to a section with Special Science Curriculum. Example: If you belong to this section, blacken yes, if not, blacken no.*

### 2.1.6.7 School ID, Region and Division Codes

Say:

*Your school code is composed of region, division, and school ID. Region and division codes are in combined letters and numbers. School ID is in numbers only. (Refer to your school code in the allocation of your test materials). Write your School Code, one letter/number to a box. Check your school code against the school code written on the board. Blacken the circles that are the same as the letters/numbers you have written in the boxes. (Go around to check if the School Code is written correctly).*

### 2.1.6.8 Latest Grade

Say:

*Blacken the circles that tell your final rating in English, and Filipino. Example: If your grade in English is 90 blacken 9 in the first column and 0 in the second column.*

### 2.1.6.9 How Many Are You In Your Class/Section

Say:

*Blacken the circles that tell about the number of pupils in your regular class/section. Example: If you are sixty-five (65) in your regular class/section, blacken 6 in the first column and 5 in the second column. (Lead them to the correct number. Be sure you have verified this.)*

### 2.1.6.10 Number of Shifts per Day

Say:

*Indicate whether your section holds classes the whole day, being single shift (Shade 1); if in two shifts shade 2 (holding half day classes); shade 3 if in 3 shifts; and so forth.*

### 2.1.6.11 Age

Say:

*Blacken the circle that corresponds to your age. Example: If you are eight (8) years old, blacken 0 in the first column and 8 in the second column.*

### 2.1.6.13 Signature (At the back of the Answer Sheet)

Say:

*Sign your name and signature on the space provided on the back page of your Answer Sheet after reading the statement and make sure you understood what it means.*

### 2.1.6.14 Name of School (At the back of the Answer Sheet)

Say:

*Write the name of your school on the space provided for.*



Give the Examinees enough time to do this. Check that each Examinee does this correctly.

**Double check** that all Examinees have shaded the correct circles pertaining to the NAME GRID and all the other information. Go around and inspect each Examinee's Answer Sheet. **(THIS IS VERY IMPORTANT).**

## 2.2 TEST PROPER

### 2.2.1 Administering Part 1

### 2.2.2 Reading the Directions

*Everybody, open your Test Booklets. Read the directions and the examples silently and with understanding.*

### 2.2.3 Administering the Examinee's Descriptive Questionnaire (EDQ)

Say:

*Part I, the Examinee's Descriptive Questionnaire (EDQ) is not a test. It consists of eleven (11) items on some information you are to give answers. After each item on your Answer Sheet, shade the circle of the letter of your chosen answer. Although there are several circles for each item, remember to mark only one circle of your chosen answer to every item, except for question no. 3 wherein you may choose as many as you have. Do not leave any item unanswered.*

*Part I will last for 5 minutes. Write your answers for this part on the lower portion of the back page of the Answer Sheet. Everybody, open your Test Booklets to the EDQ.*

*(Show them the EDQ portion), Ready..... Begin!*

### 2.2.4 Accomplishing the Seat Plan (NETRC Form 2)

While the examinees are answering the EDQ, the examiner will write the Name, and Test Booklet Serial Number of each examinee on the Seat Plan. He/She will also fill in the Region, Division, School Name and Address, Date of Examination and Room Number.

### 2.2.5 Administering Part II, Test Proper

#### 2.2.5.1 Explaining the back page of the AS and the TBs to be administered

After five minutes, say:

*Let's look at the back page. Notice that there are three columns where to blacken your answers for the three languages to be tested. First column is for English, the second is for Filipino and the last column is for Mother Tongue. In the last column you are required to write on the space provided the Mother Tongue to be tested then blacken the corresponding circle below.*

*The test consists of 90 items for Booklet 1 and 45 items for Booklet 2. After each item, shade the circle of the letter of your chosen answer. Although there are four circles for the answer to each item, shade only one circle for your answer. If you shade*

*two circles, the machine will read this as wrong answer. Do not leave any item unanswered.*

#### 2.2.5.2 For Booklet 1

**The Examiner will read the English Listening Guide up to item no. 12 only. The examinees will continue answering from nos.13 to 45.**

**After the English test, Examiner gets the Filipino Listening Guide and reads up to item 12 only. The examinees will continue answering from nos.13 to 45.**

Record on the board the time started and the time to end this test. Go around and see to it that the examinees shaded the correct part of the test. After 2 hours and 10 min. say:

*I will go around to collect your Test Booklet 1.  
For those who will take TB2 leave your AS under your seat and take your snacks.*

Dismiss the Examinees who will not take TB2 and collect their AS

*We are about to continue the test. The test will end at (point to the written time to end on the board).*

#### 2.2.5.3 Booklet 2

**The Examiner will read the Mother Tongue Listening Guide up to item no. 12 only.**

**The examinees will continue answering from nos. 13 to 45.**

Go around and see to it that the examinees are recording their answers properly. Record on the board the time to end. The recorded time to end is from the time it started, excluding the 15-minute snacks break.

*Everybody, stop writing. I will give you 5 minutes to inspect your Answer Sheets. Make sure your erasures, if any, are clean. See to it that the circle of your answer is shaded properly. The circle should have uniform shading. Be sure that only one circle is shaded for each item.*

Go around to make sure the Examinees are following this instruction. After the inspection has been done say:

*I will go around to collect your Test Booklets and Answer Sheets.*

**Note: The unused Scannable Answer Sheets shall be collected by the Room Supervisor/Chief Examiner at the time when the Examinees are answering the last subtest. Likewise, the filling out of the remaining data in Form 3 should be done at this time.**

Collect and count all used and unused test booklets and answer sheets and place these in the original plastic bags. Make sure that all materials have been retrieved. In case a Test Booklet is missing exhaust all means to find it. **DISMISS EXAMINEES ONLY AFTER ACCOUNTING THESE TEST MATERIALS.**

Dismiss the Examinees who will not take TB2 and collect their AS

### **2.2.6 Dismissing the Examinees**

After all materials are accounted for, say:

*We are through with the test. You may now go out quietly in single file.*

## **2.3 POST TEST**

### **2.3.1 Preparing the Reports and Sealing the ETRE**

2.3.1.1 Do the following activities:

1. Accomplish Form 7, the Room Examiner's Test Administration – Evaluation Report
2. Copy from the board the Time Record Report on Test Administration
3. Indicate in the ETRE the number of registrants and the number of actual examinees.

2.3.1.2 Place the following inside the Room Examiner's Transmittal Report Envelope (ETRE):

1. Time Record Report
2. Used Answer Sheets arranged consecutively by Examinee Number  
Placed in original plastic bag
3. One Copy of NETRC Forms 1 and 2 (back to back) and Form 7

2.3.1.2 Seal the ETRE with the DepED-NETRC paper tape while still inside the examination room.

### **2.3.2 Turning Over of Materials to the Chief Examiner**

Turn over to the Chief Examiner the following materials:

2.3.2.1 Sealed ETRE with its contents

2.3.2.2 Used and unused Test Booklets assembled together and arranged consecutively by Serial Numbers packed in their original plastic bags, retaining the Batch Slip inside the plastic bag.

2.3.2.3 Examiner's Handbook

### **2.3.3 Accounting of Materials by the Chief Examiner**

The Chief Examiner does the following:

- 2.3.3.1 Collects and accounts all ETREs, arranges and bundles them accordingly seeing to it that the number of ETREs tallies with the number of testing rooms. A report on the number of ETRE's should accompany the bundle.
- 2.3.3.2 Counts the Test Booklets per pack retrieved from each Examiner with the assistance of the Room Supervisor. The open end of the plastic bag must be resealed by tape or stapler.
- 2.3.3.3 Places inside the CETRE the following materials after accomplishing the Chief Examiner's Transmittal Report:
1. Unused Answer Sheets with serial numbers arranged consecutively.
  2. NETRC Form 3 Test Materials Accounting Form
  3. NETRC Form 4 Chief Examiner's Report Form
  4. School Header
- 2.3.3.4 Instructions to the Chief Examiner and the DTC relative to Forms 5 and 6:
1. Separate the two forms by cutting the perforated lines.
  2. Fill out the needed data in both forms.
  3. These forms should be submitted to the DTC and not placed inside the CETRE.
  4. The DTC puts all Form 5's (submitted to him/her by every Chief Examiner) in the First Box of the Division's boxes for the Test Booklets.
  5. Do the same with Form 6 but all of Form 6's will be placed in the First Box of the Division's boxes for the Answer Sheets.

#### **2.3.4 Packing of Test Materials**

The following materials are for submission to the Division Office:

1. Bundles of used and unused Test Booklets sealed in plastic bags and placed in the **original boxes**
2. NETRC Form 5, Test Booklet Quantity and Completeness Verification Sheet, to be inserted in box no. 1 on top of the test booklets
3. Bundles of R/CETRES placed in the **original boxes**
4. NETRC Form 6, Answer Sheet Quantity and Completeness Verification Sheet to be inserted on top of the first box of the Answer Sheets
5. Examiner's Handbook, counted and ready for future use, to be retained in the Division Office, care of Division Testing Coordinator
6. The enlarged replica of the name grid shall be retained in the Schools/Testing Centers' ready for future use.

#### **TO THE DIVISION EXAMINATION COMMITTEE:**

**This Examiner's Handbook should be stored in the Division Office after the test for future use.**

**Thank you very much for your cooperation.**



**ALL RIGHTS RESERVED**

**No parts of this handbook may  
be reproduced in any form.**

**Prepared by:**

**Test Development Division**

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- CE -Chief Examiner
- RS -Room Supervisor
- RE -Room Examiner
- LRN -Learner Reference Number
- TMs -Test Materials
- TB -Test Booklet
- AS -Answer Sheet
- EH -Examiner's Handbook
- SSH -Scannable School Header
- ETRE -Examiner's Transmittal Report Envelope
- CETRE -Chief Examiner's Transmittal Report Envelope