



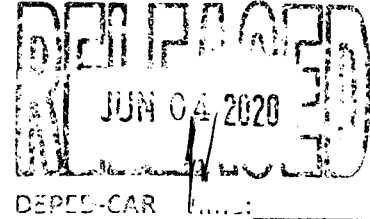
Republic of the Philippines
Department of Education
Cordillera Administrative Region

June 1, 2020

REGIONAL MEMORANDUM


NO. 146.2020

To: Assistant Regional Director
Regional Office Division Chiefs
Schools Division Superintendents
All Others Concerned
All Divisions



**REGIONAL GUIDELINES ON THE CONDUCT OF THE ONLINE
REGIONAL ASSESSMENT TEST (RAT)**

1. Pursuant to DepEd Order No. 29 s. 2017 which provides the **Policy on System Assessment in the K to 12 Basic Education Program**, DepEd-CAR through the Curriculum and Learning Management Division, issues these Regional Guidelines on the Conduct of the Regional Assessment Test (RAT).
2. Adopting the purpose of System Assessment as stated in Section 1 of DO 29, the conduct of the Regional Assessment Test would help monitor the implementation of the K to 12 curriculum in schools in terms of teaching and learning; measure the effectiveness of instructional reforms that are part of the K to 12 basic education program; and provide bases for the improvement of programs for learner development, curriculum implementation, and school effectiveness.
3. These guidelines shall provide clarity to the rationale and direction of the institutionalized regional assessment program when implemented under regular or normal learning circumstances.
4. Due to this pandemic, details as to schedule and adjusted mechanics of the conduct of the online RAT through distance delivery mode shall be provided for in a separate memorandum.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


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I. RATIONALE AND BACKGROUND

The implementation of the K to 12 Basic Education Program is one of the most significant educational reforms in the country. Different programs and projects were introduced to expand and improve the delivery of basic education. Filipino learners are expected to be equipped with the essential skills and competencies to take on the challenges of the 21st Century. The introduction of the K to 12 Basic Education Program makes the basic education system in the Philippines on a par with international standards by ensuring that the new curriculum is appropriate, responsive, and relevant to the learners (DO 21, s. 2019).

To improve delivery of the K to 12 Basic Education Program to be more effective and efficient, program assessment is an integral part of its implementation. Through conducting various forms of assessment, strengths and weaknesses of the program can be identified that provide basis for the development of policy or intervention programs that can be implemented at the regional or division level.

DepEd Order 55, s. 2016 provides the guidelines in conducting national assessments or any assessments to be conducted in the regional or division level. As stipulated in this order, assessment is the process of measuring learners' progress in the attainment of learning standards and 21st century skills. The results of these assessments shall be used to quantify judgments on learners' academic performance.

The purposes of assessment are to: monitor the Philippine education system and schools for public accountability; assess the effectiveness and efficiency of the delivery of education services using learning outcomes as indicators; provide information that will guide decisions on instructional practices; determine if learners are meeting the learning standards of the curriculum; measure students' aptitude and occupational interest for career guidance; and assess prior learning for placement, accreditation and equivalency (DO 55, s. 2016).

To align the assessment process with the K to 12 curriculum, the Cognitive Process Dimensions may be used as guide not only in the development of lessons but also in the formulation of assessment tasks and activities (DO 8, s. 2015).

Based on the rationale of assessment, the DepEd CAR through the Curriculum and Learning Management Division (CLMD) will conduct a Regional Assessment Test (RAT) to be administered to Grade 7, Grade 11, and Alternative Learning System (ALS) Cordillera learners in the elementary and secondary to determine if they are meeting the standards of the elementary and junior high school curriculum. The Regional Assessment Test (RAT) will serve as a tool of the on-going research being conducted by the CLMD on the leveling of 21st century skills of Cordillera learners in basic education in the fields of Science and Technology, Mathematics, English and Filipino.





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II. OBJECTIVES:

The Regional Assessment Test (RAT) results shall be utilized to:

- a. determine if learners are meeting the learning standards.
- b. evaluate effectiveness and efficiency of education service delivery using learning outcome as indicator.
- c. help provide information to improve instructional practices.
- d. formulate evidence-based policies, plans and intervention programs that impact learning outcomes.
- e. identify professional development needs of teachers.

The Regional Assessment Test (RAT) results shall not be a requirement for graduation/moving up. Also, the result shall not be used to rank schools, districts or schools divisions.

III. SCOPE

This policy aims to guide the regional office and provide the schools division offices concrete basis for the development and administration processes of the Regional Assessment Test (RAT). Also, it presents the test design, test data processing and interpretation, test data dissemination and reporting, and test results utilization

The Regional Assessment Test (RAT) is an online assessment program of DepEd CAR through the Curriculum and Learning Management Division (CLMD) that aims to assess the academic performance of Grades 7 and 11 Cordillera learners, and Alternative Learning System learners in the elementary and secondary. It is a competency-based test that assesses the 21st century skills using the fields of Science and Technology, Mathematics, English and Filipino as content.

IV. DEFINITION OF TERMS

1. **Assessment Program** refers to any activity that determines if learners are meeting the learning standards of the curriculum.
2. **Cognitive Process Dimensions** refer to the scheme for classifying educational goals, objectives, and standards. It defines a broad range of cognitive processes from basic to complex, as follows: remembering, understanding, applying, analyzing, evaluating, and creating.
3. **Cordillera Learner** refers to a pupil or student in the formal system or in an alternative learning system in the Cordillera Administrative Region.





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4. **Evaluation** refers to a systematic measurement of performance of an on-going project or program at certain interval or a completed project or program. It aims to determine the relevance and fulfillment of objectives, efficiency, effectiveness, impact, sustainability.
5. **Intervention Program** refers to any activity that is designed to improve learners' academic performance in the fields of Science and Technology, Mathematics, English and Filipino.
6. **Learning Outcome** refers to the totality of information, knowledge, understanding, attitudes, values, skills, competencies, or behaviors that an individual is expected to master upon completion of an educational program.
7. **Learning Standards** refer to the content standards, performance standards and learning competencies that are articulated in the curriculum.
8. **Monitoring** refers to any continuous assessment conducted that gives indications of progress in fulfilling the objectives. It assists timely decision making, ensure accountability, and provide foundation for evaluation.
9. **Public Accountability** refers to the obligation of DepEd to carry out responsibilities that affect the public. It means that decision makers across all levels will explain publicly, fully, and fairly what education outcomes they intend to bring about, for whom, and why.

IV. POLICY STATEMENT

The DepEd CAR is committed to improve students' learning and teachers' instruction by continuously assessing the effectiveness and efficiency of education service delivery using learning outcome as indicator. Through the conduct of the Regional Assessment Test (RAT), the DepEd CAR will be able to identify if learners are meeting the learning standards. The results of the test will provide information to improve instructional practices and will serve as a basis in the formulation of evidence-based policies, plans and intervention programs that impact learning outcomes.

As one of its mandates, the DepEd CAR is introducing innovations to raise the quality of the country's basic education to address the challenge to change the way learners are taught; to produce new breed of learners; to upgrade capacity of





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teachers; and to improve facilities and equipment. By continuously gathering relevant data through various forms of assessments, areas of concerns are identified and addressed.

The DepEd CAR is changing its learners' assessment approach from fact-based questions to real world problem solving and application.

V. GUIDELINES AND PROCEDURES

A. Test Design

The Regional Assessment Test (RAT) shall cover 21st-century skills using learning areas (Science and Technology, Mathematics, English and Filipino) as content.

The test design is progressive in nature where test items measure varying levels of skills. The language of the assessment test will be English and Filipino. The tests shall be in multiple-choice format. The Regional Assessment Test (RAT) is an online test.

B. Test Development

A successful assessment program needs the cooperation and involvement of functional units in the regional and schools division offices. The Curriculum and Learning Management Division (CLMD) shall lead in the development of the Regional Assessment Test (RAT).

The test development process begins with the planning stage, including the theoretical framework on which the test design is anchored. Based on the test design, the table of specifications shall be formulated by pool of writers which include field personnel and education program supervisors from the CLMD. The SDO education program supervisors by domain shall review and revise, if necessary, the table of specification.

Workshops shall be conducted for the construction of test items. The test construction shall be done by the same pool of item writers from the field. The items shall be organized by domain/competency for content and language review of RO and SDO education program supervisors. After approval, a reliability test shall be administered in select schools.

Prevalidation results shall be processed to obtain the validity and reliability of the test. Only the acceptable test items are included in the Regional Assessment Test (RAT).





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C. Test Administration

1. Target Clientele

The Regional Assessment Test (RAT) shall be administered to Cordillera learners in Grades 7 and 11 in the regular program in public schools and those in the Alternative Learning System in both elementary and secondary levels in DepEd CAR.

2. Mode of administration

All public secondary schools with grades 7 and 11 enrollees and equipped with computer units and with stable internet connection shall be the target schools of the Regional Assessment Test (RAT).

3. Schedule of administration

The Regional Assessment Test (RAT) shall be administered to the target clientele within the first two months of the new School Year.

4. Number of examinees per testing room

In a Face-to-face school setting, examinees shall be alphabetically arranged in the whole school regardless of gender. There shall be a maximum of 30 examinees per testing room who should also be seated in an alphabetical order.

However, in circumstances where face-to-face classroom strategy is not allowed, a separate guideline shall be issued.

5. Testing personnel

The following are the testing personnel involved in the administration of the Regional Assessment Test (RAT). The Quality Assurance Division shall be in-charge in the administration of the Regional Assessment Test (RAT). The assignment of testing staff in the Schools Divisions shall be done by the SDS.

a. The Regional Testing Coordinator (RTC)

- i. Identifies the school in each division which will participate in the online Regional Assessment Test (RAT);
- ii. Orients the DTCs on the guidelines relative to the conduct of the online Regional Assessment Test (RAT) prior to its actual administration;





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- iii. Provide technical assistance to DTCs during the administration of the online Regional Assessment Test (RAT).
- b. The Regional IT Officer (RITO)
 - i. Assists the RTC in all the testing activities; and
 - ii. Provide technical assistance to DITO during the administration of the online Regional Assessment Test (RAT).
 - c. The Schools Division Superintendent (SDS)
 - i. Responsible for the smooth conduct of the online Regional Assessment Test (RAT) in the division;
 - ii. Assigns one of the division supervisors as DTC; and
 - iii. Designates REs from the teaching staff who are reliable, competent, experienced in the conduct of the online Regional Assessment Test (RAT).
 - d. The Division Testing Coordinator (DTC)
 - i. Prepares accurately the data on enrolment and available online testing units of each selected school/testing center;
 - ii. On behalf of the SDS, the DTC chooses REs who are credible, trustworthy and with testing experience;
 - iii. Orients the SHs or STCs prior to online test administration;
 - iv. Maintains the security and confidentiality of the test;
 - v. Provides technical assistance to CEs and STCs during the administration of the online Regional Assessment Test (RAT); and
 - vi. Notifies RTC of problems relative to the conduct of the online test administration.
 - e. The Division IT Officer (RITO)
 - i. Assists the DTC in all the testing activities; and
 - ii. Provide technical assistance to SIC during the administration of the online Regional Assessment Test (RAT).
 - f. The Chief Examiner (CE)

The school head is the chief examiner of his/her respective school.

 - i. Maintains the security and confidentiality of the test;





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- ii. Ensures that the online testing room is ready.
 - iii. Monitors the REs' proper accomplishment of the different forms after the test administration;
 - iv. Has full awareness of the details of the testing program to be conducted;
 - v. Provides technical assistance to REs during the administration of the online Regional Assessment Test (RAT); and
 - vi. Orients every teacher in his/her respective school on the guidelines relative to the test administration.
- g. The School Testing Coordinator (STC)
- i. Double checks the enrolment data of the school prior to submission to the DTC;
 - ii. Attends the orientation at the division level in the absence (or on behalf) of the SH;
 - iii. Assists the CE in all the testing activities;
 - iv. Conducts a mock test among the examinees to orient them of the processes of online Regional Assessment Test (RAT); and
 - v. Provides technical assistance to REs during the administration of the online Regional Assessment Test (RAT).
- h. The Room Examiner (RE)
- i. Checks if the examinees have pens or pencils to use and a sheet of blank paper for computation purposes;
 - ii. Facilitates the distribution of online testing links to the examinees; and
 - iii. Follows strictly the test administration guidelines during the conduct of the online Regional Assessment Test (RAT).
- i. The School ICT Coordinator (SIC)
- i. Assists the REs during the administration of the online Regional Assessment Test (RAT).
- j. The Monitor
- i. He/she will be assigned to any division.
 - ii. Monitors and evaluates the processes done before, during, and after the conduct of the online Regional Assessment Test (RAT) using a monitoring tool.





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A regional orientation shall be conducted to prepare for the administration of the Regional Assessment Test (RAT) and to ensure the standardized system of test administration. The orientation shall also provide an avenue for feedback to and from the field.

D. Data processing and Interpretation

1. Results shall be processed and generated through the ICT unit of the regional office.
2. Results shall be presented by level of mastery per learning competency. List of least learned learning competencies per learning area shall be given as a report to each division. The result shall serve as the basis in the formulation of policy or development of intervention programs at the regional, division, district or school levels.

E. Data Dissemination and Reporting

1. Internal Stakeholders

List of least learned learning competencies per learning area shall be given as a report to each division or school that serve as basis for the development of intervention program in the division or school level or formulation of policy to be adapted in the division level.

The Curriculum and Learning Management Division (CLMD) through the Chief Education Supervisor shall present the regional assessment results to the Office of the Regional Director (ORD), Office of the Assistant Regional Director (OARD) and different functional unit offices in the Regional Office.

2. External Stakeholders

External stakeholders may be provided with the assessment results. To safeguard and prevent the misuse, mishandling, misinterpretation, exploitation, and manipulation of these assessment results, request for access to data may be done in writing through the CLMD Chief Education Supervisor stating the purpose of the request and the specific data aspects required (year of administration, scope, variables).





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VI. BREACH OF SECURITY IN THE REACH TEST AND CORRESPONDING SANCTIONS

The security and integrity of test materials shall be upheld in the whole process of test development and administration. The following acts are deemed as violation/infractions of security pertaining to the Regional Assessment Test (RAT):

1. Disclosing the content of the test prior to test administration
2. Reading of test items other than by the examinee
3. Supplying answers to examinees
4. Cheating
5. Plagiarizing
6. Capturing test items through electronic gadgets
7. Distribution and posting of photos of the test in any form of media
8. Opening the links prior to testing schedule
9. Infringement of copyright
10. Allowing impostors and substitute examinees
11. Failure to closely monitor test procedures resulting in test irregularities

Any or all of the following sanctions will be imposed on any or all of the aforementioned violations committed by those involved:

1. Examinees

The degree of violation and corresponding sanction shall be determined by the Chief Examiner.

- a. First and second offenses: reprimand
- b. Third offense: Cancellation of test papers / invalidation of test results

2. Testing Personnel

The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent.

- a. Suspension of salaries and incentives/benefits of those concerned for one to three months
- b. Work suspension
- c. In the case of infringement of copyright, legal remedies will be considered.





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VII. MONITORING AND EVALUATION

The regional and division offices shall form a committee to monitor and evaluate the processes done before, during, and after the conduct of the test using a monitoring tool. A monitoring tool is provided to every monitor to ensure that the standard testing procedures are followed.

The Regional Office committee shall be composed of personnel from the Curriculum and Learning management Division (CLMD) and Quality Assurance Division (QAD), while the Schools Division Office committee shall be composed of personnel from the Curriculum and Instruction Division (CID) and the School Governance and Operations Division (SGOD).

The monitoring and evaluation to be conducted in schools shall be part of the research on the effectiveness of the test administration scheme and utilization of data.

VII. FUNDING

The CLMD shall incorporate this program in its annual work and financial plan for the Regional Office to allocate MOOE funds for the conduct of relevant workshops, reproductions, test administration, analysis, monitoring, and other expenses relative to the conduct of the Regional Assessment Test (RAT), subject to the usual government accounting and auditing rules and regulations.

VIII. EFFECTIVITY

This Policy shall take effect immediately upon approval.

IX. REFERENCES

DepEd Order 8, s. 2015, *“Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program.”* Retrieved March 5, 2020 from www.deped.gov.ph

DepEd Order 55, s. 2016, *“Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program.”* Retrieved March 5, 2020 from www.deped.gov.ph

DepEd Order 21, s. 2019, *“Policy Guidelines on the K to 12 Basic Education Program.”* Retrieved March 5, 2020 from www.deped.gov.ph





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Enclosure 1 to RM on RAT, 2020

TESTING GUIDE

I. RAT Test Acronyms

SDS – Schools Division Superintendent
RTC -Regional Testing Coordinator
DTC -Division Testing Coordinator
SH -School Head
STC -School Testing Coordinator
CE -Chief Examiner
RE -Room Examiner
RITO -Regional IT Officer
DITO -Division IT Officer
SIC -School ICT Coordinator

II. Testing Procedure

A. Before the start of the Online Test

1. The RTC distributes the testing links and log-in information of examinees (printed and sealed in an envelope) to DTCs
2. The DTC distributes the testing links and log-in information of examinees to STCs
3. The STC distributes the testing links and log-in information of examinees to REs on the examination day.
4. The RE distributes the testing links and log-in information to the examinees on the day of the actual test.

Note: The testing links are protected and can only be accessed during the specified day and time of examination.

5. The STC and SIC should ensure that the students have the right devices and browsers installed and internet is stable in the testing room.

B. During the Test Proper

The following should be performed by the RE during the test proper.

1. Arranging seats and instructing examinees to enter the testing room. The examinees should be arranged in an alphabetical order. There shall only be 30 examinees in a room. A separate guideline shall be issued to address this mechanism when conducting online assessment through distance delivery mode.
2. Orientating the examinees on the Online Regional Assessment Test procedures
3. Reading the general directions of the test.
4. Administering and supervising the test.





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5. Closing the testing link every after an examination per subject is finished.

C. After the test

1. The RE and CE accomplishes the online test administration-evaluation report.
2. RTC and RITO remove access to the testing links.

