



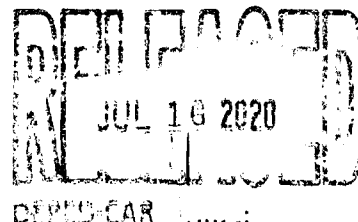
Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

July 14, 2020

REGIONAL MEMORANDUM

NO. 200.2020

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



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

- Pursuant to Regional Memorandum No. 146, s. 2020 titled **“REGIONAL GUIDELINES ON THE CONDUCT OF THE ONLINE REGIONAL ASSESSMENT TEST (RAT),”** the DepEd CAR through the Curriculum and Learning Management Division, with the assistance of Quality Assurance Division, Schools Division Offices and elementary and secondary school personnel, will conduct the Home-Based Online Regional Assessment Test (RAT) on **September 28, 2020** and the test takers are the following:

Testing Program	Target Clientele/SY	Test Takers
Regional Assessment Test in the following areas: <ul style="list-style-type: none"> ▪ Mathematics ▪ Science and Technology ▪ English ▪ Filipino 	Grade 6 of SY 2019-2020	Grade 7 of SY 2020-2021
	Grade 10 of SY 2019-2020	Grade 11 of SY 2020-2021
	Alternative Learning System (ALS) Program Completers for Elementary Level of SY 2019-2020	Alternative Learning System (ALS) Program Completers for Elementary Level of SY 2019-2020
	Alternative Learning System (ALS) Program Completers for Junior High School Level of SY 2019-2020	Alternative Learning System (ALS) Program Completers for Junior High School Level of SY 2019-2020

- Due to the adoption of Distance Learning Delivery as the learning delivery modality in DepEd CAR, the Regional Assessment Test shall be a **home-based online test**. The Guidelines on the Conduct of the Home-Based Online Regional Assessment Test is attached as **Enclosure 1**.





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3. To facilitate the administration of the home-based online Regional Assessment Test, the following activities shall be conducted.

Activities	In-Charge	Participants	Date
Submission of Lists of Examinees to the Regional Testing Coordinator	Division Testing Coordinator		September 11, 2020
Orientation of Division Testing Coordinators and IT Officers on the Administration of the Home-Based Online Regional Assessment Test	Regional Testing Coordinator Regional IT Officer CLMD QAD	8 Division Testing Coordinators 8 Division IT Officers	September 18, 2020
Orientation of Chief Examiners, STCs, School ICT Coordinators, and ALS District Coordinators on the Administration of the Home-Based Online Regional Assessment Test	Division Testing Coordinator Division IT Officers	Chief Examiners, STCs, ICT Coordinators of Selected Schools, and ALS District Coordinators	September 21, 2020
Orientation of Testing Facilitators on the Administration of the Home-Based Online Regional Assessment Test	Chief Examiner STCs and SICs of the School EPSA and ALS District Coordinators	Testing Facilitators	September 22, 2020
Distribution of Testing Links and Log-In Information of Examinees to:			
a. Division Testing Coordinator	Regional Testing Coordinator		September 23, 2020
b. Chief Examiners	Division Testing Coordinator		September 24, 2020
c. Testing Facilitators	Chief Examiner		September 25, 2020

4. All other provisions of Regional Memorandum No. 146, s. 2020 shall remain in place.
5. For inquiries, please contact the Curriculum and Learning Management Division, attention: Mr. Bryan A. Hidalgo at CP No.: 0920 223 2514 or email address: bryan.hidalgo001@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

MAY B. ECLAR, PhD, CESO V
 Regional Director

CLMD/CFM/bah





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Enclosure 1

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

The following test administration and testing procedures shall be adopted in a Home-Based Online Regional Assessment Test.

A. 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 Alternative Learning System (ALS) Program completers in both elementary and junior high school levels in DepEd CAR.

2. Mode of administration

The regional assessment test shall be a home-based online test. Thus, the target examinees are all grade 7 and 11 enrollees in public schools and Alternative Learning Systems (ALS) Program completers for elementary and junior high school levels who have testing gadgets and with stable internet connection.

3. Schedule of administration

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

4. Number of examinees per school/group of examinees

The following are the schools/group of examinees and number of examinees who shall take the Regional Assessment Test per division.

School Type/Group of Examinees	No. of Examinees
1 Small Secondary School	
Grade 7	15
Grade 10	15
1 Medium Secondary School	
Grade 7	30
Grade 10	30
1 Big Secondary School	
Grade 7	30
Grade 10	30
ALS Program Completers – Elementary Level	30
ALS Program Completers – Junior High School Level	30





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5. Testing personnel

The following are the testing personnel involved in the administration of the home-based online 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;
 - 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 testing facilitators chosen from the community learning facilitators/para-teachers or teaching staff and ALS mobile teachers who are competent and trustworthy.
- d. The Division Testing Coordinator (DTC)
 - i. Prepares accurately the list of examinees in the division **(See enclosures 2 and 3 for the templates)**;
 - ii. On behalf of the SDS, the DTC assigns testing facilitators who are competent and trustworthy;
 - iii. Orients the Chief Examiners, STCs, and ALS district coordinators prior to administration of the online test;
 - iv. Maintains the security and confidentiality of the test;





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- v. Provides technical assistance to Chief Examiners, STCs, and ALS district coordinators during the administration of the online Regional Assessment Test (RAT); and
 - vi. Notifies RTC of problems relative to the administration of the Regional Assessment Test.
- e. The Division IT Officer (DITO)
- i. Assists the DTC in all the testing activities; and
 - ii. Provides technical assistance to the School ICT Coordinator (SIC) and ALS district coordinators 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;
 - ii. Ensures that the examinees are ready for the online Regional Assessment Test.
 - iii. Monitors the testing facilitators 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 testing facilitators during the administration of the online Regional Assessment Test (RAT); and
 - vi. Orients every testing facilitator in his/her respective school on the guidelines relative to the test administration.

The Education Program Specialist-II for ALS (EPSA) shall be the chief examiner for ALS examinees in the division. He shall prepare separate lists of examinees, one from elementary level and one from the junior high school level (**See Enclosure 3 for the template**) and submit these lists to the Division Testing Coordinator. Also, he shall be in-charge in orienting the testing facilitators for ALS examinees.

The district ALS coordinators shall assist the chief examiner and ALS testing facilitators in all testing activities.





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- g. The School Testing Coordinator (STC)
- i. Double checks the list of examinees (**See enclosure 2 for the template**) of the school/group being tested 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 testing facilitators during the administration of the online Regional Assessment Test (RAT).
- h. Testing Facilitator (TF)
- i. Checks if the examinee has pen or pencil to use and sheets of blank paper for computation purposes;
 - ii. Facilitates the encoding of online testing links on the examinee's testing gadget; and
 - iii. Follows strictly the testing guidelines during the conduct of the online Regional Assessment Test (RAT).
- i. The School ICT Coordinator (SIC)
- i. Assists the TFs 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.

B. Testing Procedure

1. Before the start of the Online Test

- a. The RTC distributes the testing links and log-in information of examinees to DTCs three days before the actual date of test through email.
- b. The DTC distributes the testing links and log-in information of examinees to Chief Examiners two days before the actual date of test through email.
- c. The Chief Examiner prints the testing links and log-in information of all examinees and distribute these to each learning facilitator a day before the actual date of test.





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- d. The STC, SIC, and TF shall ensure that examinees have the right testing gadget and stable internet connection.
- e. The TF facilitates the encoding of testing links and log-in information on the examinee's gadget 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.

2. During the Test Proper

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

- a. Orients the examinee on the Home-Based Online Regional Assessment Test procedures.
- b. Reads the general directions of the test.
- c. Administers and supervises the test.
- d. Close and delete the testing link every after an examination per subject is finished.

3. After the test

- a. The TF, CE, STC, and DTC accomplish the online test administration-evaluation report.
- b. RTC and RTO remove access to the testing links.





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Enclosure 2

**HOME-BASED ONLINE REGIONAL ASSESSMENT TEST
 TESTING PERSONNEL INFORMATION AND LISTS OF EXAMINEES**

A. Division Testing Personnel Information in the Division

Division		Division Address:	
Name of SDS		Contact No.:	
Name of DTC		Contact No.:	
		Email Address:	
Name of DITO		Contact No.:	
		Email Address:	

B. School Testing Personnel Information

Name of School		School ID	
School Address		Classification of School	
Name of SH		Contact No.:	
		Email Address:	
Name of STC		Contact No.:	
		Email Address:	
Name of SIC		Contact No.:	
		Email Address:	

C. Lists of Examinees and Corresponding Testing Facilitators

C.1. Grade 7

Names of Examinees	Learner's Reference No.	Names of Testing Facilitators	Contact No. & Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			





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23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Total No. of Examinees:			

C.2. Grade 11

Names of Examinees	Learner's Reference No.	Names of Testing Facilitators	Contact No. & Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Total No. of Examinees:			





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Enclosure 3

**HOME-BASED ONLINE REGIONAL ASSESSMENT TEST
 TESTING PERSONNEL INFORMATION AND LISTS OF ALS EXAMINEES**

A. Division Testing Personnel Information in the Division

Division		Division Address:	
Name of SDS		Contact No.:	
Name of DTC		Contact No.:	
		Email Address:	
Name of DITO		Contact No.:	
		Email Address:	

B. ALS Testing Personnel Information

Name of EPSA		Contact No.:	
		Email Address:	
Names of ALS District Coordinators <i>(List all district ALS coordinators)</i>		Contact No.	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C. Lists of Examinees and Corresponding Testing Facilitators

C.1. Elementary ALS Program Completers

Names of ALS Examinees	Learner's Reference No. <i>(If applicable)</i>	Names of Testing Facilitators	Contact No. & Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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11.			
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17.			





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18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Total No. of Examinees:			

C.2. Junior High School ALS Program Completers

Names of Examinees	Learner's Reference No. (If applicable)	Names of Testing Facilitators	Contact No. & Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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19.			
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23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Total No. of Examinees:			

