REGIONAL MEMORANDUM
No. R29, s. 2021

INTERIM GUIDELINES AND PROCEDURES ON THE ADMINISTRATION OF REGIONAL SEMESTRAL SUMMATIVE TEST (RSST) FOR GRADE 6 LEARNERS (FOR SCHOOL YEAR 2020-2021)

To: Schools Division Superintendents

1. The Department of Education Regional Office I (DepEd RO I) through the Curriculum and Learning Management Division (CLMD) issues the enclosed Interim Guidelines and Procedures on the Administration of the Regional Semestral Summative Test (RSST) for Grade 6 Learners for School Year 2020-2021.

2. These guidelines shall be implemented before, during and after the administration of the RSST on July 21-22, 2021 to the 399 Test Takers from the 100 participating elementary schools of the 14 SDOs.

3. The simultaneous School-based RSST Orientation shall be conducted on July 19, 2021.

4. The IATF health and safety protocols shall be observed in all activities related to the administration of the second RSST.

5. Immediate dissemination and compliance with these guidelines to all concerned are directed.

TOLENTINO G. AQUINO
Director IV

Encl.: As Stated
Reference: Letter dated April 13, 2021 from Usec. Diosdado M. San Antonio
To be indicated in the Perpetual Index
Under the following subjects:

INTERIM GUIDELINES
GRADE 6 LEARNING AREAS

SUMMATIVE TESTS
ASSESSMENT

CLMD/jdejr/magd/jps/RMCLMD
July 12, 2021

DepEd Region 1: Built on character; empowered by competence.

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INTERIM GUIDELINES AND PROCEDURES ON THE ADMINISTRATION OF REGIONAL SEMESTRAL SUMMATIVE TEST (RSST) FOR GRADE 6 LEARNERS (FOR SCHOOL YEAR 2020-2021)

Rationale

The COVID-19 Pandemic has caused a shift from face-to-face classroom instruction to distance learning modality. Moreover, the curriculum has been remarkably streamlined to Most Essential Learning Competencies (MELCs).

Accordingly, the condition of instruction and learning has become very challenging among school heads, teachers, learners and parents. Mastery of learning competencies and effectiveness of learning modality have emerged as the primary concerns.

Ergo, the Department of Education Regional Office I (DepEd RO1) seeks to determine the status of mastery of MELCS among Grade 6 learners in the fourteen (14) SDOs to be able establish baseline data and initiate action through the issuance of policy guidelines that would address the current teaching and learning condition.

It is important to note that assessment of learning is an indispensable activity that helps determine academic accomplishments both of the teachers and the learners. The Department Order No. 8, s. 2015, temporarily amended by DepEd Order No. 31, s. 20201 or the Interim Guidelines for Assessment and Grading in Light of the BELCP, emphasized the role of assessment as a tool to measure the effectiveness and efficiency of the instructional delivery of teachers as well as the acquisition of knowledge and skills of learners on the lesson.

Explicitly, learning assessment results reveal what competencies have been mastered by the learner and what competencies require greater effort and concentration to achieve mastery. The assessment results suggest what teachers need to strategically act upon. Hence, DepEd RO1 shall conduct a Regional Semestral Summative Test for SY 2020-2021 for Grade 6.

Goal:
The Regional Semestral Summative Test Results aim to improve the mastery level of learners on the Most Essential Learning Competencies (MELCs).

Objectives:
The RSST primarily seeks to determine the mastery of MELCs among Grade 6 learners within a school year.

Specifically, the RSST has the following objectives:

1. Develop a Regional Summative Test that shall provide empirical information on the mastery level of Grade 6 learners in all learning areas;

2. Analyze/Interpret results of the test to identify learning competencies which need reinforcement and to determine gaps in the implementation of Alternative Delivery Modalities.
3. Strategize programs or interventions to minimize if not close the gap in the mastery of Most Essential Learning Competencies (MELCs) in light of the COVID 19 Pandemic.

**Standard Procedure in Administering the Test**

**Before the Test**

An orientation on Regional Assessment Test (RAT) shall be conducted prior to the conduct of the RSST.

- The following shall be the participants to the orientation:
  - CLMD Personnel, Regional Testing Coordinator, CID Chiefs, Division Testing Coordinators, Division Education Program Supervisors, Public Schools District Supervisors, School Heads of the Identified Schools together with their Testing Coordinators.
- The following shall be the objectives of the orientation:
  - Discuss the rationale and objectives of the Regional Semester Assessment Test;
  - Orient the participants on the flow of the conduct of the Regional Assessment Test; and
  - Enumerate the roles of the participants in the administration of the Regional Assessment Test.

The Test Materials will be delivered to the SDOs via courier service. PSDSs/District Testing Coordinators shall obtain the Test Materials from the SDO Testing Coordinator. The PSDSs/District Testing Coordinators shall distribute the test materials to concerned school heads in the District Office or any school within the municipality as agreed upon by the PSDSs and School Heads.

The Division Testing Coordinator (DTC) shall:

- Provide hotline number to PSDSs/District Testing Coordinators for monitoring/troubleshooting purposes.
- Check if all participating schools from the SDO have received the Test Materials through the text messages from schools and PSDSs/District Testing Coordinators.
- Report immediately to the Regional Testing Coordinator any issue or concern raised by PSDSDs/District Testing Coordinators.
- Access this link once all Testing Materials have been received and checked by participating schools: tinyurl.com/RSSST2ReceiptOfMaterials

The School Head shall:

- Count the number of Test Materials upon receipt and check if the total number matches the number indicated in the Regional Memorandum. If there is insufficient number of Test Materials, the School Head shall immediately inform the PSDS/District Testing Coordinator.
- Check if the following materials for Orientation are present:
  - Eight (8) Answer Sheets
  - Time Record Form
  - Checklist of Test Materials/School Receipt Form
  - Agreement Form/Consent Form
- Send a text message to the Division Testing Coordinator:
i. **Name of School (space) (School ID) (Received)**

Note: If the number of Test Materials is incomplete, send a message to the DTC using this format:

ii. **Name of School (space) (School ID) (Type here your concern)**

d. Access this link of the Test Materials have been received and have been verified as to the number: tinyurl.com/RSST2ReceiptOfMaterials

For the safety of all DepEd personnel, it is advised that the materials be disinfected first via exposure to direct sunlight or UV Ray devise before distribution.

Upon receipt of the hard copies of the assessment materials from the Regional Office/SDO/District Office, school personnel must protect their security and value by guarding them against improper use and distribution. No reproduction of test materials is allowed in any form or by any means, electronic or mechanical.

**Orientation for Parents and Administration of the Test**

Simultaneous School-based RSST Orientation shall be conducted. The schedule shall be indicated in a Regional Memorandum.

The School Head, assisted by the School Testing Coordinator, shall:

a. Inform the parents of the conduct of RSST Orientation via SMS or Social Media.

b. Discuss the basic information on the conduct of RSST during the Orientation Proper.

**Say:** (Greetings) This is the first/second Regional Semestral Assessment Test. The Department of Education wishes to find out learners’ mastery of the Most Essential Learning Competencies (MELCs) for the First and Second Quarters/Third and Fourth Quarters of SY ______________.

Your children have been randomly chosen to take the RSST. The results of the RSST shall not, in any way, affect your children’s grades. DepEd will redesign its programs based on the results of the RSST. Please help DepEd evaluate its implementation of the alternative delivery modalities by allowing your children to participate in this regional activity.

c. Enumerate the Test Materials parents shall receive:

**SAY:** You will receive the following containing the test materials:

1. **Envelope with Mailing Address**

<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Checklist of Test Materials</strong> (School Receipt Form) to be filled-up by the School Testing Coordinator</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Agreement Form/Consent Form</strong> (to be signed by the Parent/Guardian and the School Testing Coordinator/School Head)</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Time Record Form</strong> (to be given by the School Testing Coordinator/School Head to the parent/guardian)</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Extra Answer Sheets</strong> (to be given by the School Testing Coordinator/School Head in case of damage of the given Answer Sheets)</td>
<td></td>
</tr>
<tr>
<td>5. <strong>DepEd GreenTape</strong> (to be given by the School Testing Coordinator/School Head)</td>
<td></td>
</tr>
</tbody>
</table>
2. Envelope for Every Test Taker

<table>
<thead>
<tr>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Folder 1:</strong> Answer Sheets for Filipino, English, AP &amp; EsP Test Papers in Filipino, English, AP &amp; EsP</td>
</tr>
<tr>
<td><strong>Folder 2:</strong> Answer Sheets for Math, Science, MAPEH &amp; TLE Test Papers in Math, Science, MAPEH &amp; TLE</td>
</tr>
</tbody>
</table>

d. Explain how the RSST will be answered.
   **SAY:** Your children will answer eight (8) summative tests. Each test is composed of 50 multiple choice items.
e. Show and explain how to accomplish the Answer Sheet.
   **SAY:** Your children must use a pencil in accomplishing the Answer Sheet. They have to write their full name using this format: Surname, Given Name MI. Next, they need to write the name of the school. Remember that the name of school must be spelled out. Then, they will write the name of the Schools Division Office. Last box they need to fill out is the Subject. Please see to it that your children shall fill out the subject box before answering a learning area. Each subject has a separate Answer Sheet. Learners must see the label of the Answer Sheet to check if they are using the correct Answer Sheet for a particular subject.
   For each item in the test, your children shall choose their answer from the given choices and blacken the circle that corresponds to their answer in the appropriate item number on the Answer Sheet.

   **CORRECT:**

   ![Correct symbol]

   **INCORRECT:**

   ![Incorrect symbols]

f. Discuss how to accomplish the Time Record Form.
   **SAY:** You shall accomplish the Time Record Form based on the actual time your children answered the RSST.

<table>
<thead>
<tr>
<th>Test Activity</th>
<th>Test Items</th>
<th>Allotted Time</th>
<th>Time Started</th>
<th>Time Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1. AM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part I. General Directions</td>
<td></td>
<td>10 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part II. Filipino 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>10 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day 1. PM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Araling Panlipunan 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>10 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edukasyon sa Pagpapakatao 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day 2. AM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>10 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day 2. PM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music, Arts, PE &amp; Health 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>10 min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology &amp; Livelihood Education 6</td>
<td>1-50</td>
<td>60 min</td>
<td></td>
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</tr>
</tbody>
</table>
You will indicate the time your children started and ended every activity in the RSST. The Allotted Time shall guide you on the number of minutes allowed for each activity.

h. Have the parents sign the Acknowledgment Form (see attachment) to indicate the date and time the materials have been received. The Form also included the agreed date of retrieval of the Test Materials.

i. Give hotline number to the parents in case the parents have concerns regarding the RSST.

j. Explain how the Test Materials will be returned:
   SAY: If the test is done, place the following back to the Brown Envelope:
   i. Properly Filled Out Answer Sheets
   ii. Two folders (Folder 1 and 2) containing all the Tests in all the 8 learning areas
   iii. Time Record Form
   iv. Extra Answer Sheets
   v. Agreement Form/Consent Form
   vi. Checklist of Test Materials/School Receipt Form
   You need to seal the brown envelope/expanding envelope with the DepED-R1 paper tape while still at home. Please return the Brown Envelope containing the Answer Sheets and Test Booklet to the School Head/School Testing Coordinator on the agreed date.

Depending on the existing quarantine qualification in the area or local guidelines on movement, the School Head may allow teachers to supervise the administration of the RSST in the respective homes of the learners, subject to existing health protocols. In this case, the teachers shall be responsible in collecting the Test Materials from the learners and returning the same to the School Testing Coordinator.

k. Access this link once all the test materials have been distributed to parents or guardians: tinyurl.com/RSST2DistributionOfMaterials

If an area where the school is located is placed under stricter quarantine classification, the School Head may propose for a postponement of the conduct of the RSST. The School Head shall inform the PSDS/District Testing Coordinator of the proposed schedule to be approved by the Schools Division Superintendent. The SDO shall inform the Regional Office on the change of dates.

It is emphasized that Schools Division Superintendents are given authority to reschedule the conduct of the RSST in consideration of the situation in their areas.

Parents shall report to the school if a test taker shows signs or symptoms of COVID 19. In this case, the test taker shall not be permitted to take the test. The School Head, in close coordination with the PSDS/District Testing Coordinator, may reschedule the administration of the test to the learner. The Department of Education Regional Office 1 respects the right of learners to be excused from the RSST for health or emergency reasons.
DURING THE TEST

The Division Testing Coordinator and Public Schools District Supervisor/District Testing Coordinator shall:

a. Monitor the conduct of the RSST by keeping communication lines open.

b. Check text messages from schools to verify if all learners have started taking the RSST at the scheduled time.

c. Access this link once confirmed that learners have started taking the test: tinyurl.com/RSST2StartOfTest

d. The DTC shall make the Minutes of the Administration of the RSST containing the: a) What Went Well, b) Incidental Report/Challenges Encountered, c) Interventions Done, d) Suggestions for Improvement

The School Head, assisted by the School Testing Coordinator, shall:

a. Send a text message to all parents of participating learners that their children must start answering the test.

b. Receive a confirmation message from parents that their children have started the test.

c. Send a message to the Division Testing Coordinator:

**Name of School (space) (School ID) (Test Started)**

Note: If the parents report an issue or concern, please use this format:

**Name of School (space) (School ID) (Type here your concern)**

AFTER THE ADMINISTRATION OF THE TEST

1. The SH, assisted by the STC, shall collect from parents or guardians all test materials sealed in an envelope.

2. The STC shall ensure that the enveloped have been properly sealed.

3. Once all the materials have been retrieved, the STC shall access this link: tinyurl.com/RSST2RetrieveMaterials

4. The STC shall make the Minutes of the Administration of the RSST containing the: a) What Went Well, b) Incidental Report/Challenges Encountered, c) Interventions Done, d) Suggestions for Improvement

5. The STC shall return the materials to the District Office.

6. The PSSDS/District Testing Coordinator shall return the test materials to the Schools Division Office.

7. The Division Testing Coordinator shall mail the materials to:

   Department of Education Regional Office 1
   Curriculum and Learning Management Division
   Flores St., Barangay Cagbangan
   City of San Fernando, La Union 2500

5. The DTC shall access this link once the materials have been accepted by the courier: tinyurl.com/RSST2DeliveryOfMaterials