

Room Examiner’s Test Administration- Evaluation Report

Testing Program: \_\_\_\_\_ Date: \_\_\_\_\_  
Region: \_\_\_\_\_ Division: \_\_\_\_\_ Testing Center/School: \_\_\_\_\_ Room No. \_\_\_\_\_  
Name of the Room Examiner: \_\_\_\_\_  
Printed Name Signature

**Direction:** Please complete/answer truthfully and objectively all the subsequent indicators.

**A. Fill in the blanks:**

- 1. Number of Registrants in the Exam. Room \_\_\_\_\_ Actual Examinees \_\_\_\_\_
- 2. Were the following Testing Staff in this Testing Center coming from another School?  
Room Examiners: \_\_\_\_\_Yes \_\_\_\_\_No Room Supervisors: \_\_\_\_\_Yes \_\_\_\_\_ No
- 3. From what School are you teaching? \_\_\_\_\_
- 4. Specifics of the Test Materials Received:

4.1 Test Materials	Quantity	No. of copies needed if Insufficient	Condition/Remarks
Test Booklets			
Answer Sheets			
Examiner’s Handbook			
Name Grid Replica			
Forms 1 and 2			
Form 7			
ETRE			

4.2 Condition of the Test Booklets	Quantity	Serial Numbers
In good condition		
Not in good condition		
- With misprints		
- With same Serial Numbers		
- With blurred Serial Numbers		
- Without Serial Number		

- 5. Time when Test Materials were received from the Chief Examiner \_\_\_\_\_
- 6. Number of Times Test Booklets were used: \_\_\_\_\_ Once \_\_\_\_\_ Twice \_\_\_\_\_ Thrice

**B. Pre-test Activities. Describe the pre-test activities in terms of the following:**

	Evident	Not Evident
• Distribution Activities: The Chief Examiner required each Room Examiner to count the Test Booklet in sealed plastic bags in the distribution room.	_____	_____
• Testing room was ready.	_____	_____
• List of examinees posted at the door	_____	_____
• First and last rows close to the walls	_____	_____

C. Test Proper

<i>Rate yourself based on the following aspects:</i>	Evident	Not Evident
1. Instruction on the accomplishment of name grid, personal information and shading the chosen answer was followed.		
2. Accomplishment of seat plan was well done.		
3. Time limit for testing was well adhered to.		
4. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam was in progress 1.2 Cheating in any form was strictly prohibited (e.g., talking to classmates, use of dictionary, cell phone, calculator, and the like).		
5. Refraining from the following was strictly followed: 2.1 reading/copying test items in the test booklet by the room examiner. Note that any violation has corresponding sanctions stipulated in DECS Order # 85 s. 1999 (found in page ----- in the Examiner's Handbook); and 2.2 explaining/translating to the examinees certain word/s used in the item.		
6. Kept custody on the TBs and ASs while test was in progress		

D. Post Test

<i>Describe the procedure adopted in the retrieval of test booklets and Answer Sheets</i>	Evident	Not Evident
1. Required each examinee to insert first Answer Sheet in the test booklet before submitting to you, the examiner.		
2. Checked the number of test booklets and Answer Sheets before the examinees were dismissed.		
3. Arranged the TBs and ASs according to serial numbers		
4. Placed the used Answer Sheets in the original plastic bag		
5. Sealed the ETRE while still inside the examination room		
6. The ETRE contained the following: used Answer Sheets in plastic bag Forms 1 & 2 and Form 7 and the Time Record copied from the board		
7. The Test Booklets were counted and recounted by the: Chief Examiner Room Supervisor		
8. Unused Answer Sheets were submitted to the Chief Examiner		
9. Retained the Name Grid Replica in the Testing Center		
10. Submitted the Examinee Stubs for Grade VI to the Chief Examiner		

**Specify the problem(s) encountered, solution(s) you gave and the recommendations to improve the conduct of future national tests.**

Problem 1: _____
_____
_____
Solution/s made: _____
_____
_____
Recommendation/s: _____
_____
_____
_____