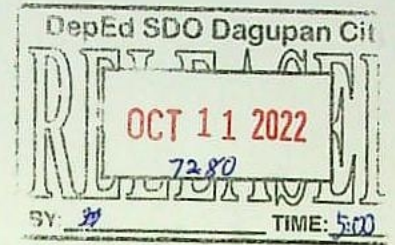




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

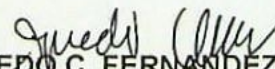
Division Memorandum No: 392 s. 2022

To : Assistant Schools Division Superintendent
Chief Education Supervisors – CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads

Date : October 11, 2022

Subject : Monitoring Tool on the Construction of Quarterly Test
in Public Schools

1. The Schools Division Office through the Curriculum and Implementation Division designed a Monitoring Tool on the Construction of Quarterly Test to be utilized in the field.
2. The result of this monitoring tool will help the School Heads assess the teachers' needs to further improve the test construction and the quality of assessment as a whole.
3. Attached herewith is the copy of monitoring tool, schedule of submission and body text specifications.
4. For immediate dissemination and compliance.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
SCHOOLS DIVISION OFFICE
Dagupan City

MONITORING TOOL ON THE CONSTRUCTION OF QUARTERLY TEST IN PUBLIC SCHOOLS

OBJECTIVE: To quality assure the construction of Quarterly Test in Public Schools.

Name of School : _____ Date: _____
School Head : _____ Contact No.: _____
Grade Level/Subject : _____ Quarter: ___1st ___2nd ___3rd ___4th

I. DIRECTIONS: Please put a check mark (√) on the column that corresponds to your observation/s.

ITEMS	EVIDENT	NOT EVIDENT	REMARKS
1. The teachers prepared the Table of Specifications (TOS) prior to the writing of the test questions.			
2. The teachers constructed the test questions.			
3. The test was constructed at appropriate level of difficulty for examinees.			
4. Test questions & choices follows the standard format.			
5. The questions were stated in clear and concise language.			
6. The questions should not be stated to give a way to correct answer.			
7. The teacher-made test and table of specifications were reviewed and checked. <ul style="list-style-type: none">• Master Teacher• Head Teacher• Principal/School Head• PSDS• EPS			
8. The test materials are clear and readable. <ul style="list-style-type: none">• Pictures• Paper used			

<p>Bond Paper Newsprint</p> <p>Size Letter Legal A4</p> <ul style="list-style-type: none"> For the Font Style and Format, see the attached Body Text Specifications <p>Font Size</p> <ul style="list-style-type: none"> Graphs and tables 			
<p>9. The test items were based from the learning competencies of the K to 12 curriculums.</p>			
<p>10. The reproductions of test materials were charged to MOOE funds.</p>			

Issues and Concerns:

Checked/ Monitored by:

Conforme:

Signature over printed name

Signature over printed name

Position

Position

Schedule of Submission of the following:

- | | |
|-----------------------------|--------------------------------------------|
| 1. Table of Specifications | 4 weeks before the quarterly exam schedule |
| 2. Quarterly Test Questions | 3 weeks before the quarterly exam schedule |
| 3. Test Results | 2 weeks after the examination date |
| 4. Item Analysis | 2 weeks after the examination date |
| 5. Least Learned Skills | 2 weeks after the examination date |
| 6. Mastered Skills | 2 weeks after the examination date |
-

Body Text Specifications

Typography

Grade Level	Recommended Font-Family	Font Size (Body Text)	Art-to-Text Ratio
K to Grade 1	Alfabeto Century Gothic (except for “?” symbol) (body text flushed left/ragged right to avoid hyphenations)	Text 16 pt Heads 20 to 30 pt Sub Heads 16 to 18 pt	65% : 35%
Grade 2		Text 16 pt Heads 20 to 30 pt Sub Heads 16 to 18 pt	60% : 40%
Grade 3		Text 14 pt Heads 18 to 28 pt Sub Heads 14 to 16 pt	50% : 50%
Grade 4	Arial Times New Roman Bookman Old Style (body text Justified)	Text 14 pt Heads 18 to 28 pt Sub Heads 14 to 16 pt	40% : 60%
Grades 5 to 12		Text 11 to 12 pt Heads 15 to 24 pt Sub Heads 11 to 13 pt	30% : 70%

Table 14. Typography of ADM Modules