



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

September 30, 2024

DIVISION MEMORANDUM

No. **471**, s. 2024

**GUIDELINES FOR THE CONDUCT OF THE PILOT IMPLEMENTATION OF THE
DIGITAL SYNERGETIC ASSESSMENT FOR LEARNING AND EVALUATION
(DSALE)**

To: *Assistant Schools Division Superintendents
Division Chief Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/APSDSs
Elementary and Secondary Schools Heads
All Others Concerned*

1. In line with the ongoing efforts to enhance the efficiency and effectiveness of learning assessments, this office, through the Curriculum Implementation Division (CID), announces the conduct of the **Pilot Implementation of Digital Synergetic Assessment of Learning and Evaluation (DSALE) Pre-Test on October 7-11, 2024**. This initiative aims to modernize the assessment process by leveraging digital tools to ensure seamless data collection, evaluation, and analysis.
2. All participating schools must adhere to the attached guidelines to ensure its successful implementation.
3. Education Program Supervisors and Public Schools District Supervisors/APSDSs shall monitor the overall implementation of the DSALE and provide technical and instructional support to school personnel.
4. For dissemination and compliance.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent

\GUIDELINES FOR THE CONDUCT OF THE PILOT IMPLEMENTATION OF THE DIGITAL SYNERGETIC ASSESSMENT FOR LEARNING AND EVALUATION (DSALE)

The **Digital Synergetic Assessment for Learning and Evaluation (DSALE)** is a DepEd Bohol Division initiative to gather competency-based data from learners across various schools. The data collected will help improve educational strategies and monitor student progress. Schools from each district, including central, barangay, last mile/island, big high, and small high schools, are selected to participate.

I. Roles and Responsibilities of Key Stakeholders

- **Education Program Supervisors (EPSs):**
 - Monitor the overall implementation of the DSALE and provide technical and instructional support to school personnel.
 - Collaborate with PSDS and School Heads to address any issues that arise during the registration, enrollment, and assessment phases.
- **Public Schools District Supervisors (PSDSs/APSDSs):**
 - Ensure that all selected schools comply with the DSALE guidelines.
 - Coordinate with School Heads and ICT Coordinators to ensure smooth implementation.
 - Provide oversight to address challenges and report concerns to EPS for resolution.
- **School Heads:**
 - Identify and submit the list of classes (1 class per grade) and learners that will participate in the assessment.
 - Work closely with the ICT Coordinator to ensure the registration and enrollment of all learners.
 - Supervise the overall assessment process and ensure that technical and operational procedures are followed.
- **School ICT Coordinators:**
 - Verify learner accounts using the school's DepEd Microsoft Admin credentials and ensure all accounts are activated and ready for enrollment.
 - Perform bulk enrollment of learners into the LMS and mock test course sites.
 - Provide technical support during both practice testing and actual assessment.
- **Testing Coordinators:**
 - Manage the assessment schedule and ensure proctors are prepared to administer the assessments.
 - Work closely with the School ICT Coordinator to ensure technical readiness.

II. General Guidelines for Schools

All participating schools must adhere to the following guidelines to ensure the successful pilot implementation of the DSALE:

1. Prepare Learners for the Assessment:

- Inform learners about the DSALE process, timeline, and importance of participation.
- Schedule practice sessions for learners to familiarize themselves with the DepEd LMS platform during the practice testing period (September 25 - October 2).
- Ensure learners have access to devices and internet connections during the testing period.

2. Registration and Enrollment:

- Ensure that learners are registered on the DepEd LMS using their DepEd Microsoft accounts by October 2, 2024.
- Submit the list of learners to the School ICT Coordinator for bulk enrollment in the LMS.

- Verify that all learners are successfully enrolled before October 4, 2024 for the actual assessment.

3. Technical Setup and Support:

- Ensure that all devices (computers, tablets, etc.) used for testing are functional and have stable internet connections.
- Coordinate with the ICT Coordinator to troubleshoot any technical issues that arise during the registration and testing periods.
- Prepare a backup plan in case of internet or device failure, such as alternative testing locations or rescheduling.

4. Proctoring and Supervision:

- Assign proctors (class advisers) to supervise the assessment process. Proctors should ensure that learners adhere to the testing rules and do not engage in unfair practices.
- For Grade 1, proctors will read the questions aloud to learners, and no time limits will be enforced for this grade level.
- Ensure that proctors and testing coordinators are briefed on the rules of the assessment, including the timing and specific requirements for certain grade levels (e.g., TLE specialization for Grades 9-10).
 - Grade 8 TLE: Learners will only take the components that are to be covered for the school year.
 - Grade 9 & 10 TEL: Learners will only take the components respective of their specialization.

5. Schedule Adherence:

- Follow the set testing schedule from October 7-11:
 - **Day 1**: Grades 1, 2, & 7
 - **Day 2**: Grades 3 & 8
 - **Day 3**: Grades 4 & 9
 - **Day 4**: Grades 5 & 10
 - **Day 5**: Grade 6
- Ensure that all learners take the tests on their scheduled days and adhere to the allocated time for each test.

6. Provide Immediate Support:

- Ensure the availability of technical support during the assessment period to resolve any issues related to access, devices, or internet connectivity.
- School ICT Coordinators and Testing Coordinators should be available throughout the assessment period to assist learners and proctors.

7. Post-Assessment Reporting:

- Submit a post-assessment report to the DepEd Division Office detailing any challenges encountered, suggestions for future improvements, and feedback on the overall assessment process.

Guidelines for Learners:

1. Familiarization with the Platform:

Participate in the practice test from September 25 to October 2 to become familiar with the LMS platform.

2. Check Account Status:

Ensure your DepEd Microsoft account is active, and report any login issues to your ICT Coordinator for resolution before October 4.

3. Follow Instructions:

On the day of the actual assessment, login to the LMS at the designated time, follow the instructions provided by your proctors and complete the assessment within the allotted time.

DETAILED STEPS

DepEd LMS Registration Phase

- **Objective:** Register all learner accounts in the DepEd Learning Management System (LMS).
- **Process:**
 - School Heads shall identify the classes that will take part in the DSALE.
 - The LRNs of these learners shall be submitted to the School ICT Coordinator to have their DepEd Microsoft Account Status verified.
 - In verifying, the School ICT Coordinator shall look up the learner's LRN via the School's DepEd Microsoft Admin Account (school_id@r7-1.deped.gov.ph) via **aka.ms/admin**. In the event that the School ICT Coordinator has forgotten the access credentials to this account, a reset request can be coursed through the ICTU Office via **tinyurl.com/BOH-MSSAA**.
 - Perform password resets as needed. In case of accounts not being found, a request to look up accounts shall be coursed through the ICTU Office through the links below:
 - **tinyurl.com/NoAccountsCD1** (for the schools in CD1)
 - **tinyurl.com/NoAccountsCD2** (for the schools in CD2)
 - **tinyurl.com/NoAccountsCD3** (for the schools in CD3)
 - Learners log in to the DepEd LMS via **https://r7-1.lms.deped.gov.ph** with the provided credentials to be automatically registered to the platform.
 - Once done, the School ICT Coordinator can bulk-enroll these learners to the For Training Purposes (Mock Test) course site via the DepEd LMS using the following credentials:
 - Email: **bohol.registrar@deped.gov.ph** (DepEd Gmail)
 - Password: **P@sswOrd**
 - The path to the course site includes Site Home, Bohol, Page 55, 101-Division Office, DepEd Bohol DSALE 2024, and For Training Purposes (Mock Test).
 - Once successfully enrolled, learners can now access this course site to take the Mock Test in English.

DepEd LMS Learner Bulk Enrollment

- **Objective:** Complete bulk enrollment of learners into the LMS for the assessment.
- **Process:**
 - The **School ICT Coordinator** is responsible for enrolling learners in their respective course sites based on their corresponding grade levels via **bulk enrollment** in the LMS. The same process is to be followed for the bulk enrollment during the Mock Test only that learners shall be bulk-enrolled to the course site corresponding to their grade level.
 - The enrollment must be verified and finalized by the end of this period.
- **Support:** ICT Coordinators should ensure that the bulk enrollment process is smooth and accurate.

Assessment Proper Phase

- **Objective:** Conduct the digital competency-based assessment for learners.
- **Process:**
 - Learners will access the LMS during scheduled dates to complete their assessments. Below is the schedule:
 - Day 1: Grades 1, 2, & 7
 - Day 2: Grades 3 & 8
 - Day 3: Grades 4 & 9
 - Day 4: Grades 5 & 10
 - Day 5: Grade 6

- The test shall be proctored by the selected classes' adviser.
- The testing timing depends on the number of items. Each item corresponds to one (1) minute allocation. However, in the case of Grade 1, since it is going to be read by the proctor, timing is not activated for them. It is important to enroll the proctor for the Grade 1 course site as well, but they shall not answer the test.
- For Grade 8 TLE, learners should only take the components (4 at the most) that will be covered for the school year.
- For Grade 9 and 10 TLE, learners should only take the components respective of their specialization.
- The school ICT Coordinator and the Testing Coordinator will oversee the technical and operational aspects of the assessment.
- **Support:** ICT Coordinators, School Testing Coordinators, and proctors should ensure that testing is completed without disruptions and offer immediate support for technical issues.

Proctor's Script for the Digital Synergetic Assessment for Learning and Evaluation

To ensure consistency and smooth facilitation of the **Digital Synergetic Assessment for Learning and Evaluation (DSALE)**, all proctors are advised to follow this script during the testing period. This will ensure that learners understand the process and adhere to the guidelines for the assessment.

Before the Test Begins:

1. Greetings and Introduction:

- "Good day, everyone. I am [Proctor's Name], and I will be supervising today's assessment. We are participating in the Digital Synergetic Assessment for Learning and Evaluation, an initiative by DepEd Bohol Division to assess your competencies in various subjects. This is an important assessment, so please listen carefully to my instructions."

2. Confirming Learner Accounts and Devices:

- "Before we begin, please make sure that you are logged into the DepEd LMS using your DepEd Microsoft account. If you are not logged in yet, please do so now by visiting the LMS site at <https://r7-1.lms.deped.gov.ph> and using the login credentials provided to you. Please click the course site corresponding to your grade level."
- "Raise your hand if you are experiencing any login issues or need help accessing your account."

3. Test Materials and Instructions:

- Grade 1: "I will be reading the questions aloud to you, and there is no time limit for your test."
- Other Grade Levels: "Today's assessment will cover all learning areas for Grade __ and you will have 40 items to complete in 40 minutes per learning area. Remember, each question is allocated one minute, so manage your time wisely."

4. Testing Environment:

- "Please make sure your workspace is clear of any books, notes, or other materials. You should only have your device in front of you."
- "Make sure you have a stable internet connection throughout the test. If you experience any technical issues during the assessment, please raise your hand, and I will assist you."

5. Reminders on Honesty:

- "This is an individual assessment, so you are expected to answer the questions by yourself. Any form of cheating or collaboration with other learners is strictly prohibited. Let's make sure the results reflect your efforts."

Starting the Test:

1. Starting the Assessment:

- "Now, we will begin the assessment. Please navigate to the [name of subject] Assessment' on the LMS, and click on 'Start Attempt.'"
- "You have allotted time as reflected on the screen to complete the test. You may now begin. Good luck to everyone."

During the Test:

1. Monitoring:

- "If you have any technical issues, such as getting logged out or your test freezing, please raise your hand immediately, and I will assist you."
- "Remember to stay focused on your screen and do your best."

2. Time Announcements:

- [Halfway through the test]: "You are halfway through the assessment. Please make sure you are managing your time wisely."
- [10 minutes before the test ends]: "There are 10 minutes remaining. Please review your answers and ensure you have answered all questions."

Ending the Test:**1. Test Submission:**

- "The time for the assessment is almost up. Please finalize your answers and click the 'Submit' button when you are ready. If you have already finished, you may submit your test now."
- [After all submissions]: "Thank you for your participation. The test is now complete. If you encountered any issues during the assessment, please let me know before leaving."
- [repeat the Starting the Test Script]

2. Closing Remarks:

- "You have done a great job today. The results from this assessment will help us understand your strengths and the areas where we can support your learning better. Thank you for your hard work and cooperation."
- "You may now log out of the LMS. Have a great day, everyone."

Special Instructions for Grade 1:**1. Reading the Questions Aloud:**

- "I will be reading each question out loud, and you will have time to answer each one. Let me know if you need more time before moving to the next question."

2. Pacing:

- "There is no time limit, so take your time and do your best. Let's begin."

Emergency Situations:**1. For Technical Issues:**

- "If you are experiencing technical difficulties, please remain calm and raise your hand. I will assist you in resolving the issue or report it to the ICT Coordinator for further support."

2. For Internet Disconnection:

- "If your internet connection drops, do not worry. We will pause the assessment and allow you to reconnect before continuing."

Final Reminders:

- Ensure a calm and organized atmosphere during the assessment.
- Encourage learners to stay focused and do their best without pressure.
- Assist learners in navigating technical issues but avoid giving any form of assistance related to answering the test questions.