



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

February 24, 2025

DIVISION MEMORANDUM

NO. **152**, s. 2025

**CONDUCT OF THE DIGITAL SYNERGETIC ASSESSMENT OF LEARNING AND
EVALUATION (DSALE) POST-TEST**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Coordinators
Acting/ Public Schools District Supervisors
Elementary and Secondary Schools Heads
District ICT Coordinators
School ICT Coordinators
School Testing Coordinators
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 **Digital Synergetic Assessment of Learning and Evaluation (DSALE) Post-Test** on **March 3-7, 2025**. Refer to the attachments for the guidelines and other details.
2. The **participants of the DSALE Post-Test** are the **SAME schools/levels/learners** who took the **DSALE Pre-Test** that was conducted last October 7-11, 2024.
3. To ensure its successful conduct, there will be a **Virtual Orientation** on **February 26, 2024, at 9:00 AM** via Zoom Meeting-- <https://bit.ly/4hUxCer>. The participants are the identified school's School Head, ICT Coordinator, and Testing Coordinator.
4. This memorandum is for dissemination and compliance.

FAY C. LUAREZ EdD, PhDTM, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

GUIDELINES FOR THE CONDUCT OF THE DIGITAL SYNERGETIC ASSESSMENT FOR LEARNING AND EVALUATION (DSALE) POST-TEST

The **Digital Synergetic Assessment for Learning and Evaluation (DSALE) Post-Test** is a DepEd Bohol Division initiative to gather competency-based data from learners across various schools. The data collected will help assess educational strategies and monitor student progress. The selected schools during the DSALE Pre-Test last year are the ones to participate in the DSALE Post-Test.

I. Roles and Responsibilities of Key Stakeholders

- **Education Program Supervisors (EPSvrs):**
 - Monitor the overall implementation of the DSALE Post-Test and provide technical and instructional support to school personnel.
 - Collaborate with PSDS and School Heads to address any issues that arise during the assessment phase.
- **Public Schools District Supervisors (PSDS):**
 - Ensure that all selected schools comply with the DSALE Post-Test guidelines.
 - Coordinate with School Heads and ICT Coordinators to ensure smooth implementation.
 - Provide oversight to address challenges and report concerns to EPSvrs for resolution.
 - Submit the District DSALE Post-Assessment Report to the DepEd Division Office (CID Office).
- **School Heads:**
 - Conduct briefing and supervise the overall assessment process and ensure that technical and operational procedures are followed.
 - Submit a post-assessment report to the District Office.
- **School ICT Coordinator:**
 - Make sure all the learner accounts during the DSALE Pre-Test are active and can access the DSALE Post-Test platform.
 - Provide technical support during the actual assessment.
- **District ICT Coordinator:**
 - Provide technical support to the School ICT Coordinator before and during the actual assessment.
 - Assist the PSDSs/APSDSs in preparing the District DSALE Post-Assessment Report for submission to SDO, CID Office.
- **Testing Coordinator:**
 - Manage the assessment process and proctor the assessment.
 - Work closely with the School ICT Coordinator to ensure technical readiness.

II. General Guidelines for Schools

All participating schools must adhere to the following generic guidelines to ensure the successful implementation of the DSALE Post-Test:

1. Prepare Learners for the Assessment:

- Inform learners about the DSALE Post-Test process, timeline, and importance of participation.
- Ensure learners have access to devices and internet connections during the assessment period.

2. Registration and Enrollment:

- Verify that all learners have access to the accounts used during the DSALE Pre-Test.

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 District/School 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:

- The Testing Coordinator shall manage the assessment process, proctor the assessment and ensure that learners adhere to the testing rules and do not engage in unfair practices.
- For Grade 1, proctors will **NO LONGER READ** the questions aloud to learners, and **time limit of 1 minute per item** will be enforced for this grade level, just like the rest of the grade levels.
- Ensure that learners are briefed on the rules of the assessment, including the timing and specific requirements for certain grade levels. The TLE learning areas for **grades 8-10 have been discontinued for the DSALE Post-Test.**

5. Schedule Adherence:

- Follow the set testing schedule from March 3-7, 2025:
 - **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 should be available throughout the assessment period to assist learners and proctors.

7. Post-Assessment Reporting:

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

**Proctor's Script for the Digital Synergetic Assessment for Learning
and Evaluation (DSALE) Post-Test**

To ensure consistency and smooth facilitation of the **Digital Synergetic Assessment for Learning and Evaluation (DSALE) Post-Test**, 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 (DSALE) Post-Test, 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:

- "Today's assessment will cover all learning areas for Grade _____. 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]: "10 minutes are 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."

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.

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