

For CEM use only

Center _____ School Code _____ Membership ID No. _____

TEST SERVICE REQUEST FORM

School Year 2018-2019

School Name _____ Academic Calendar _____

Address _____ From (mm-yy) _____ To (mm-yy) _____

Please indicate in the tables below the estimated number of examinees to be tested and the test administration date(s).

Tools for Assessing Competencies in Basic Education

K TO 12 ACHIEVEMENT TESTS - ENGLISH, MATH AND SCIENCE

Grade Level of Test	English				Mathematics				Science			
	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)
Kindergarten									NA	NA	NA	NA
Grade 1												
Grade 2												
Grade 3												
Grade 4												
Grade 5												
Grade 6*												
Grade 7												
Grade 8												
Grade 9												
Grade 10												
Grade 11	NA	NA	NA	NA	<input type="checkbox"/> General Mathematics <input type="checkbox"/> Statistics and Probability				<input type="checkbox"/> Earth Science <input type="checkbox"/> Earth and Life Science <input type="checkbox"/> Physical Science			
Grade 12	NA	NA	NA	NA	<input type="checkbox"/> General Mathematics <input type="checkbox"/> Statistics and Probability				<input type="checkbox"/> Earth Science <input type="checkbox"/> Earth and Life Science <input type="checkbox"/> Physical Science			

Type of Test Administration: Pretest Posttest Others _____

Remarks:

*K to 12 Achievement Tests for Grade 6 will be available starting January 2019

K TO 12 ACHIEVEMENT TESTS - ARLING PANLIPUNAN AND FILIPINO (Available by January 2019)

Grade Level of Test	Arling Panlipunan				Filipino			
	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)
Grade 2								
Grade 3								
Grade 4								

Type of Test Administration: Pretest Posttest Others _____

Remarks:

TRANSITIONAL K TO 12 ACHIEVEMENT TESTS

Grade Level of Test	English				Mathematics				Science			
	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)
Grade 6	NA	NA	NA	NA								
Type of Test Administration: <input type="checkbox"/> Pretest <input type="checkbox"/> Posttest <input type="checkbox"/> Others _____												
Remarks:												

NA - Not Available

ACHIEVEMENT TESTS (AT) FOR BASIC EDUCATION CURRICULUM (BEC) - ENGLISH, MATH AND SCIENCE

Grade Level of Test	English				Mathematics				Science			
	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)
Grade 6												
Type of Test Administration: <input type="checkbox"/> Pretest <input type="checkbox"/> Posttest <input type="checkbox"/> Others _____												
Remarks:												

ACHIEVEMENT TESTS (AT) FOR BASIC EDUCATION CURRICULUM (BEC) - FILIPINO, READING AND PAGBASA

Grade Level of Test	Filipino				Reading				Pagbasa			
	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)	Grade Level of Examinees	No. of Section(s)	No. of Examinees	Test Date/s (mm/dd/yy)
Grade 1					NA	NA	NA	NA	NA	NA	NA	NA
Grade 2					NA	NA	NA	NA	NA	NA	NA	NA
Grade 3												
Grade 4												
Grade 5												
Grade 6												
Grade 7									NA	NA	NA	NA
Grade 8									NA	NA	NA	NA
Grade 9	NA	NA	NA	NA					NA	NA	NA	NA
Grade 10									NA	NA	NA	NA
Type of Test Administration: <input type="checkbox"/> Pretest <input type="checkbox"/> Posttest <input type="checkbox"/> Others _____												
Remarks:												

NA - Not Available

APTITUDE AND SPECIAL TESTS

	Grade/Year Level	No. of Section(s)	No. of Examinees	Test Date/s
Tools for Assessing Potential for Academic Work				
Elementary Level Competency Measure (ELCOM)				
Readiness Test for Colleges and Universities (RTCU)				
Graduate Level Test (GLT)				
Advanced Placement Test in English (APT-English)				
Advanced Placement Test in Mathematics (APT-Math)				
Nursing Aptitude Test (NAT)				
Allied Medical Courses Admission Test (AMCAT)				
Philippine Aptitude Test for Teachers (PATT)				
Tools for Career Decision Making				
Philippine Aptitude Classification Test (PACT)				
College Scholastic Aptitude Test (CSAT)				
CEM Career Interest Profiler (CEM Profiler) <small>The CEM Database of Occupational Information is accessible via the School Portal</small>				
Tool for Special Purposes				
Panukat ng Pagkataong Pilipino (PPP) <small>ENGLISH VERSION by Dr. Annadaisy J. Carlota</small>				

See enclosed Schedule of Test Fees

CEM SCORE REPORTS

Score Reports	Tools for Assessing Competencies in Basic Education			Tools for Assessing
	K to 12 ^a	Transitional	Reading / Pagbasa Test	Potential for Academic Work
				Career Decision Making and Special Purposes
1. Examinee Report Form (ERF)	✓		✓	✓
2. Masterlist of Test Results (MTR)	✓	✓	✓	✓
3. Institutional Performance Profile (IPP) ^b	✓	✓	✓	✓
4. Masterlist of Pretest and Posttest Results (MPPR)	✓	✓		
5. Consolidated Institutional Performance Profile (CIPP)	✓	✓		
6. CD-ROM: Achievement Test Report Package (ATRP) ^c	✓	✓		
7. Examinee Report on Learning Competencies (ERLC)	✓	✓		
8. Institutional Report of Learning Competencies (IRLC)	✓			

✓ - Report Available

- a** – The test reports for Grade 6 will be released in two batches since performance of all CEM test takers across the country are needed in the computation of the examinees' Percentile Rank in the Population (PRp) and the Test Performance Description (TPD).
- **First batch** will include ERLC, IRLC and MTR without PR_p and TPD and will be released **2-4 weeks after test administration**.
 - **Second batch** will include ERF, IPP, and updated MTR with complete scores and will be released by **First Week of May 2019**.
- b** – IPP for Tools for Assessing Potential for Academic Work are available upon request.
- c** – ATRP CD-ROM for Achievement Tests (except for Reading and Pagbasa Tests) is available only upon request. The minimum system requirement to run the CD-ROM is as follows:

Software

Windows 7, Windows 8, and Windows 10
(ATRP will **not** run on Windows Vista, Apple Macintosh or Linux-based platforms)
Adobe Acrobat Reader 9 or higher
Microsoft Excel (recommended) or other spreadsheet applications

Hardware

Processor: 1.6 GHz or faster
Memory: at least 2.0 GB (500mb Available)
DVD/CD ROM Drive
Disk Space: 2.0 GB available

OTHER SERVICES

- School Portal** - Default user is the contact person indicated in the Membership Application form; User Name and Password will be sent to the email address of the contact person.
- Certificate of Recognition** - CoR for the **Top Performer** and **High Performing Group** will be available upon completion of posttest administration per subject per grade level. (K to 12 Achievement Test for Grade 6 will be available by May 2019).

TERMS AND CONDITIONS

- Member schools with updated payment of membership dues are entitled to a ₱30.00 discount on published rates.
- School should pay the test fees based on actual number of examinees per test administered.
- Payments should be made within 90 calendar days from reminder letter date otherwise, a ½ of 1% surcharge per month of delay will be imposed after the stipulated payment period.
- Rebates are given to member schools for prompt payments with the following scheme:
 - 5% rebate if full payment is received by CEM within 30 calendar days from reminder letter date
 - 2% rebate if full payment is received by CEM within 60 calendar days from reminder letter date
- Non-member schools can only avail of the 2% rebate if full payment is received by CEM within 60 calendar days from reminder letter date.
- Sorting order of Examinee Report Form (ERF) and Masterlist of Test Results (MTR) shall be in the following manner:

TEST/S	ERF	MTR
a) Pretest/posttest for AT (Transitional K to 12 AT & K to 12 Achievement Test)	Alphabetical per section	Alphabetical, entire grade / year level, and Ranked highest to lowest, entire grade / year level
b) AT (Transitional K to 12 AT & K to 12 Achievement Test), Reading, Pagbasa, ELCOM & CSAT,	Alphabetical per section	Alphabetical, entire grade / year level, and Ranked highest to lowest per section
c) RTCU, GLT, AMCAT & ELCOM (Admission)	Alphabetical, entire batch	Alphabetical, entire batch, and Ranked highest to lowest, entire batch
d) PACT, CEM Profiler & PPP (Regular)	Alphabetical per section	Alphabetical per section, and Alphabetical, entire year level
e) PACT, CEM Profiler & PPP (Admission)	Alphabetical, entire batch	Alphabetical per section, and Alphabetical, entire year level
f) NAT, APT – Eng, APT – Math & PATT	Alphabetical, entire batch / year level	Alphabetical, entire year level, and Ranked highest to lowest, entire year level

Deviation from the above reports would be subject for approval and additional cost.

- For purposes of Admission, volume should not be less than **25** per test per test administration otherwise an additional fee will be imposed.
- For other tests, volume should not be less than **90** per test administration otherwise an additional fee will be imposed.
- Walk-in examinees will pay an additional fee of P100.00 per test.

PAYMENT OPTIONS

Please tick preferred payment option:

- Inter-branch Bank deposit (cash or check) – Deposit to BPI La Fuerza Branch, Account No. 1885-1133-34. Send a copy of the validated deposit slip to the CEM Head Office by fax, mail, or email with details on name of depositor and nature of payment.
- Check sent through mail – Check should be made payable to Center for Educational Measurement, Inc. and sent to CEM Coordinator or CEM Head Office.
- Collection of payment through pick-up:
 - (1) For schools in Metro Manila and nearby provinces, call CEM Accounting Section at 813-3694 to 95 local 111 or 105.
 - (2) For provincial schools, call:
 - Branch Heads:** Cebu +63 (32) 256-3082
Davao +63 (82) 226-4990
 - Center coordinators:** please refer to CEM website at <https://www.cem-inc.org.ph/directory-contact-persons-0>.

Requested by:

Name and Signature of School Head/ Authorized Representative

Date

Center for Educational Measurement, Inc.
HEAD OFFICE

24th & 33rd Floors, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati City 1231
Tel +63 (2) 813-3686, 813-3694 to 95; Fax: +63 (2) 894-1392
Website: www.cem-inc.org.ph

Center for Educational Measurement, Inc.
CEBU BRANCH

Suite 104, Arbor Ville 308-A, Osmeña Blvd., 6000 Cebu City
Telefax: +63 (32) 256-3082
E-mail: cem_cebu@yahoo.com

Center for Educational Measurement, Inc.
DAVAO BRANCH

Door 11, 2nd Flr. C. Villa Abrille & Sons Business Center, J.P. Laurel Avenue
Davao City, 8000 Davao Del Sur
Telefax: +63 (82) 226-4990
E-mail: cem_dvobranh@yahoo.com.ph