


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 7.3</b>
	DOCUMENT NAME  <b>TESTING SERVICES</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
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## 1.0 OBJECTIVES

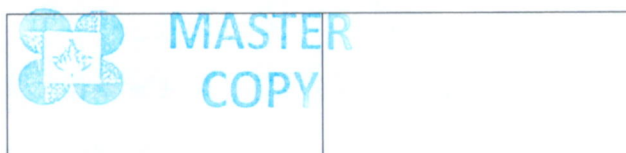
- 1.1 To assess student's unique characteristics and capacity for learning along areas covered in the psychological test material being used.
- 1.2 To identify student's strong points and limitations for purposes of remedial, enhancement, and placement of students.
- 1.3 To generate objective and comprehensive student information as reference of the school in providing appropriate assistance to concerned students.


## 2.0 SCOPE

This procedure covers the administration, scoring, interpreting and safekeeping of the test results and materials.

## 3.0 POLICIES

- 3.1 Psychological tests shall be administered to all students.
- 3.2 An Inventory of Testing Materials shall be prepared to monitor the materials maintained by the Guidance Unit every end of the year.
- 3.3 The school shall have the following psychological test:
  - 3.3.1 Personality Test
  - 3.3.2 Aptitude Test
  - 3.3.3 Interest test
  - 3.3.4 E.Q. test
  - 3.3.5 I.Q. test
- 3.4 All psychological test materials shall in no way be brought out of the campus. It shall be secured and kept locked in cabinets.
- 3.5 Individual Psychological test reports shall be discussed with the students and with parents upon their request.




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- 3.6 The test results shall be safeguarded and be kept confidential at all times.

#### 4.0 PROCEDURES

<b>Responsibility</b>	<b>Activity</b>
Guidance Counselor/Life Coaches/Wellness Facilitator	1. Prepares activity proposal for testing and submits it to the SSD chief for approval.
Homeroom Adviser	2. Informs the advisory class of the testing schedule.
Guidance Counselor/Life Coach/Wellness Facilitator	3. Prepares the test materials, and ensures its proper administration according to the approved schedule.
	4. Properly checks, scores and interprets the test results in reference to the test manual.
	5. Summarizes the test results and prepares a group profile and individual psychological assessment reports.
	6. Properly communicates the test results to the students, with parents/ guardians whenever requested.






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## 5.0 LIST OF FORMS AND REPORTS

5.1 Form  
None

5.2 Reports  
5.2.1 Summary of Test Results  
5.2.2 Group Profile Report  
5.2.3 Individual Profile Report

PREPARED BY: 	APPROVED BY: 	 <b>MASTER COPY</b>	
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