

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

April 1, 1976

DEPARTMENT MEMORANDUM
No. 99, s. 1976

1976 SPECIAL NATIONAL COLLEGE ENTRANCE
EXAMINATION

To the: Bureau Directors
Regional Directors
Coordinator, State Colleges
and Universities
Schools Superintendents

1. The Department of Education and Culture will administer the 1976 Special National College Entrance Examination on June 27 from 8:00 A.M. to 12:00 noon in three designated places - Davao, Cebu, and Manila, to allow ~~foreign and Filipino students to take the NCEE.~~
2. This Office will rely heavily on the regional directors concerned and the school superintendents who will be responsible for the systematic and efficient administration of the special examination in their respective examination centers.
3. Students qualified to take the examination are the following:
 - a. Students who registered for the November 23, 1975 NCEE, but failed to take the examination for valid reasons;
 - b. Filipino scholars and foreign students who came to the Philippines after the administration of the 1975 regular NCEE;
 - c. Students who failed to register for the regular NCEE because of grave illness which required confinement in the hospital for six months or more;

- d. Students who failed to register for the regular examination because of uncertain peace and order conditions in their places, upon presentation of certification from the provincial commander affected by the city or provincial superintendent; and
- e. Those who, because of their assignment in active military service, failed to register or take the examination.

4. Registration for the 1976 Special SCEE is scheduled from April 1 to 30 in the following Regional Offices: Region IV, Quezon City; Region VII, Cebu City; and Region XI, Davao City. Each examinee will be charged the amount of five pesos (P5.00) to cover expenses incident to the conduct of the test.

5. The total number of registrants should be submitted to the National Education Testing Center, Arroceros St., Manila not later than May 15, 1976.

6. Inclosed are the Guidelines for the Effective Administration of the Special Examination.

7. The full cooperation of all concerned regarding this matter is enjoined.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:
As stated

References:

- Department Order: No. 27, s. 1974
- Department Memorandum: No. 125, s. 1975

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

EXAMINATIONS	STUDENTS
OFFICIALS	TEACHERS
SCHOOLS	TESTS

**GUIDELINES ON THE EFFECTIVE ADMINISTRATION
OF THE 1976 SPECIAL NCEE
in Manila, Cebu, and Davao**

The following guidelines on the administration of the Special National College Entrance Examination are hereby outlined for the information and guidance of all concerned:

I. ADMINISTRATION OF NCEE

1. The Regional Directors and the school superintendents concerned shall be responsible for the systematic and efficient administration of the NCEE in their respective regions.
2. The Regional Director, through the recommendation of the Local Examination Committee (LEC) of the National College Entrance Examination, shall determine the number of examination centers, the exact location, the specific school(s) and examination rooms to be used for the actual administration of the test.

II. REGISTRATION PROCEDURE:

1. The list of registered examinees assigned to each examination center arranged alphabetically shall be prepared in triplicate by the Secretariat of the LEC, copies of which are to be distributed according to instructions given at the back of the form. A separate listing of examinees arranged alphabetically by room to which they are assigned in the examination center shall likewise be prepared in triplicate by the LEC. A copy shall be posted in a conspicuous place just outside the door of the examination room a day before the examination day for the guidance of all examinees.
2. The LEC Secretariat shall sort out their retained copies (lower portion) of the Registration Form to correspond to the names of the registered examinees listed by each examination room. This shall make it convenient for examiners and proctors assigned to each examination room to check examinees present against their Registration Form (upper portion), which serves as the Examinees Admission slips during the examination day.

- 3. Registration fee of five pesos (P5.00) shall be charged each examinee including those students who registered in previous examinations but failed to take the corresponding examination.

III. APPOINTMENT AND ASSIGNMENT OF CHIEF EXAMINER, EXAMINERS AND PROCTORS:

- 1. The LEC shall appoint a member of the administrative or supervisory staff of the Public Elementary Schools as Chief Examiner, one for each examination center.
- 2. The LEC shall likewise, appoint one examiner, from among the administrative, supervisory or faculty staff of either a public or private school to administer the NCEM, one for each designated examination room to be assisted by a Proctor, one for each room. In no case should a teacher be allowed to watch his own students.
- 3. Each member of the Local Examination Committee (LEC) shall receive an honorarium of twenty pesos (P20.00) for Chief Examiner and Examiners and ten pesos (P10.00) for Proctors aside from one day service credit, shall be given for official service rendered on examination day.

IV. DUTIES AND FUNCTIONS OF THE CHIEF EXAMINER, EXAMINERS AND PROCTORS:

A. CHIEF EXAMINER

The Chief Examiner is assigned to administer and supervise the NCEM in a designated examination center. Among her major responsibilities are the following:

- 1) Coordinate activities relative to test administration in a specified examination center.
 - a. Receive from the LEC or its Secretariat the test materials and operational forms and to distribute the same to the examiners;
 - b. Collect and submit to the LEC the above materials immediately after the test.
- 2) Receive from the LEC on the day of the examination the duplicate copies of the List of Registered NCEM Applicants (NCEM Form A-1) and the lower portion of the Registration Forms for ready reference when questions of examinee's identity arise.

- 3) Oversee and supervise the administration of the test in the various examination centers.
- 4) Decide and take action on reported cases of tampered materials, missing booklets and other similar irregularities.
- 5) Formulate pointers on the proper conduct of Examiner and Proctor during the test administration.
- 6) Make an evaluation report of the administration of the test in his examination center.

E. EXAMINER

The Examiner is appointed by the LEC. He is assigned to administer the NCEE in a designated examination room and is responsible for the security of test materials in his custody.

Duties and Responsibilities:

- 1) Conduct a physical check-up and coordinate with the head of school in the preparation of the examination room for November 27, 1970 at the latest a day prior to the scheduled examination day.
- 2) Be at the assigned examination room at 7:00 A.M. at the latest on the examination day with the test materials and forms needed in the administration of the test.
- 3) Administer the test in his designated room on the scheduled examination day.
- 4) Assign seats to the examinees and follow the seating arrangement specified in the Examiner's Handbook.
- 5) Check the identification of the individual examinee through the picture on his portion of the Registration Form.
- 6) Follow strictly the test administration procedure in the Examiner's Handbook.
- 7) See to it that the Proctor supervises each examinee in copying the proper set of code numbers and following

the instructions provided in the test booklets.

- 8) Use his discretion in attending to any problem that may arise. As much as possible, he should consult the Chief Examiner about such cases.
- 9) Maintain the security and confidentiality of the test materials in his custody.
- 10) In cases of cheating and other similar test irregularities, carry out disciplinary measures such as disqualifying the students from taking the test or invalidating the results of the test after the student has ignored two warnings given to him.
- 11) Accomplish the Examiner's Transmittal Report.
- 12) Account for and return all test materials and forms entrusted to him by the Chief Examiner, immediately after the test administration.
- 13) Accomplish Test Evaluation Report on the administration of the test in his examination room.

C. PROCTOR

The proctor is appointed by the LEC to help the Examiner in a designated examination room.

Duties and Responsibilities:

- 1) Be at the testing room at least one hour (or 7:00 A.M.) before the scheduled time of examination at 8:00 A.M.
- 2) Assist the examiner in the following activities:
 - a. Carry test supplies and materials to and from the examination room.
 - b. See to it that chairs are arranged in order and sufficiently far apart to discourage cheating.
 - c. Properly admit and identify the examinees in the examination room.
 - d. Distribute the test materials to examinees.

- e. Collect test materials.
 - f. Maintain discipline in the examination room.
 - g. Verify the count of the test materials entrusted to him for distribution to the examinees.
 - h. Report irregularities that may occur during the administration of the test.
- 3) Station herself at a strategic place so that she can watch over the examinees during the examination and see that they follow instructions.
 - 4) Accomplish and submit the required reports to the Examiner.
 - 5) Render other forms of assistance which may be required by the Examiner during the testing session.
 - 6) Act as witness to the Examiner's breaking the seal of the bundle containing the test booklets. Individually they must certify in the Test Evaluation Report the conditions of the contents of the bundle upon its opening, whether the contents were "tampered" or "not tampered". If tampered each Proctor must state the nature of the tampering in the said report. Indications of tampering are:
 - a. Loss of booklets, a set of booklets or several booklets missing page(s).
 - b. Broken seal or torn plastic of the bundle containing (30) sets of booklets.
 - 7) The proctor must accomplish the Proctor's Transmittal Report and the Test Evaluation Report. He must see to it that the following are placed inside the Proctor's Transmittal Report Envelope:
 - a. Used Answer Sheets corresponding to the number of examinees and arranged consecutively by serial number.
 - b. Used Student Descriptive Questionnaires corresponding to the number of examinees.
 - c. One copy of List of Examinees (NCEE Form A-1).

- 8) The Proctor is responsible for all the test materials entrusted to him during the testing session. He must, therefore, be meticulous in the verification of the count of all test materials in his custody.
- 9) The Proctor packs in the presence of the Examiner the test materials and seal the envelopes and plastic bags. The test booklets should be arranged in consecutive serial numbers.

V. DISTRIBUTION AND RETRIEVAL OF NCEE CLASSIFIED MATERIALS:

1. The National Educational Testing Center has the responsibility of delivering the test materials in crates to the DEC Regional Director and of retrieving the test materials from them.
2. Regional Directors shall designate a representative to distribute the test materials to and retrieve them from the Local Examination Committee.
3. Upon receipt of the test materials, the LEC shall be responsible to secure and store the test materials.
4. Packing and repacking of test materials:
 - 4.1 The test booklets are packed by 6's and 30's and are sealed in plastic bags. A control sheet inside the plastic bag contains the serial number of the test booklets contained therein.
 - 4.2 The test booklets are packed in crates labeled by examination center, strapped with steel, sealed and stamped with a special NCEE mark.
5. Turn over of test materials from the NEEC Representative to the Regional Directors, through the LEC Chairman:
 - 5.1 The Regional Director or his representative and the NEEC representative shall turn over the test materials to the LEC Chairman.
 - 5.2 The LEC Chairman shall verify the count of the test materials received against the number specified in the Test Materials Accounting Form, in the presence of the LEC members and the NEEC representatives, without breaking the sealed plastic bags.

5.3 The LEC Chairman turns over the test materials intended for an examination center to the Chief Examiner who in turn shall verify the count in the same way the LEC Chairman did.

5.4 The Chief Examiner shall turn over the test materials for an examination room to the Examiner concerned on Examination day. He in turn shall verify the count.

6. Retrieval of Test Materials:

6.1 In the examination room, the Examiner verifies the count of the test materials. He checks the consecutive arrangement of the test booklets according to the serial numbers and after being convinced that of pages per test booklets, he returns them to the plastic bags. He then staples the open end of the plastic bag. He also checks the count of the answer sheets in the Proctor's Transmittal Report envelope and signs the Test Materials Accounting Form.

6.2 While No. 2 is being done, no examinee shall be allowed to leave the room until all materials are accounted for.

6.3 The Examiner turns over the test materials to the Chief Examiner who checks the count of the test materials and signs the sealed envelopes. The Chief Examiner turns over the test materials to the LEC Chairman.

6.4 The LEC Chairman supervises the verification of the count of the received test materials in the presence of the LEC members and the NTC representative and security officers. He places the plastic bags of the test booklets inside the crates/boxes. He turns over the crates/boxes of test booklets to the Regional Director or his representative together with the crates/boxes of Examiner's Transmittal Report Envelope and Proctor's Transmittal Report Envelope and the sealed envelopes.

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accuracy of the count and signs the certification on the Test Materials Accounting Form. This process will help pinpoint responsibility in cases of loss or tampering of the crates.

- 6.6 All LMC's are instructed to avail of the services of the Armed Forces of the Philippines, the National Intelligence Security Authority, and of the local police force if necessary; and of civic organizations to help them in the peaceful and orderly conduct of the examination.

It is desired that these guidelines be followed strictly and given prompt attention. Necessary steps should always be taken to maintain the security of the test materials and ensure the integrity of the examination.

(SGD.) JUAN L. MANUEL
Secretary