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(Republic of the Philippines)  
KAGABARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Maynila

June 16, 1977

DEPARTMENT MEMORANDUM  
No. 122, s. 1977

GUIDELINES FOR THE EFFECTIVE ADMINISTRATION OF THE  
1977 NATIONAL COLLEGE ENTRANCE EXAMINATION

To: Regional Directors  
Coordinator, State Colleges and Universities  
Schools Superintendents  
Heads of Private Schools, Colleges and Universities

1. The National College Entrance Examination (NCEE) this year will be held on November 5, from eight to twelve o'clock noon in all examination centers throughout the country. This Office will rely heavily on the leadership of the regional directors and the schools division superintendents who shall be responsible for the systematic, efficient and honest administration of the NCEE in their respective regions and/or divisions.
2. Inclosed with this Department Memorandum are the guidelines for the effective administration of the 1977 NCEE (Inclosure No. 1). The guidelines include the following important aspects concerning the administration of the test:
  - a. Composition of the Local Examination Committee (LEC);
  - b. Registration procedures;
  - c. Determination of examination centers;
  - d. Appointment of regional and division testing coordinators;
  - e. Appointment of chief examiners, examiners and proctors;
  - f. Functions, duties and responsibilities of the regional and division testing coordinators (RTC/DTC), chief examiners, examiners and proctors;
  - g. Distribution and retrieval of test materials; and
  - h. Funding and allowances of personnel concerned.
3. The registration period for the 1977 NCEE is from June 20 to July 22. Definitely, no extension will be granted. Each examinee will be charged the amount of five pesos (P5.00) as registration fee to cover expenses incident to the conduct of the examination. All collections from the registration fee should be remitted to the National Educational Testing Center (NETC) on or before August 31, 1977.
4. The total number of registrants by examination centers, by city and provincial divisions in the region, should be submitted to the NETC by the schools division superintendents on or before August 15, 1977, copy furnished the regional director. It is important

that this deadline be met as the packing of the test materials for each province or city will depend entirely on the availability and accuracy of this report. Without such reports the allocation of test booklets for the division cannot be made, thus causing delay in the shipment of NCEE materials.

5. A calendar of activities for the administration of the 1977 NCEE is enclosed (Enclosure No. 2). For further details about the conduct of the NCEE, attention is invited to the Examiner's/Proctor's Handbook and other instructions that may be given from time to time by the National Educational Testing Center (NETC) of this Office. Regional directors and/or schools division superintendents should contact the NETC, Manila, for advice on specific problems that may arise in their respective regions or divisions.

6. Schools division superintendents should conduct a one-day seminar in their respective divisions for the chief examiners, examiners and proctors a week before the scheduled date of the test for the effective and efficient administration of the NCEE. Regional testing coordinators should coordinate with the school division authorities concerned on the manner in which these seminars should be conducted to achieve the objective of the NCEE.

7. It is desired that the enclosed guidelines be followed strictly. The necessary steps should always be taken to maintain the optimum security of the test materials, to safeguard its confidentiality and insure the integrity and success of the examination.

8. Any school official who may be involved directly or indirectly in any anomaly that would affect the integrity of the NCEE program shall be subject to disciplinary action pursuant to certain pertinent provisions of P.D. No. 6 (Enclosure No. 3).

9. The full cooperation of all concerned is imperative in order to insure the success of this project.

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

Incls. :  
As stated

Reference :  
Department Memorandum No. 137, s. 1976

Allotment: 1-2-3-4--(1.0. 1-76)

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

✓ BUREAUS & OFFICES  
✓ DECREE  
✓ EXAMINATIONS  
✓ FEES

✓ OFFICIALS  
✓ RULES & REGULATIONS  
✓ SEMINARS  
✓ STUDENTS

The following guidelines on the various phases of the administration of the NCEE are hereby made for the information and guidance of all concerned:

A. Composition of the Local Examination Committee (LEC)

1. Schools Division Superintendent as Chairman.
2. Two (2) representatives from the private schools to be nominated by CCCOPEA or the National Private Schools Association.
3. A representative from the state colleges and universities nominated by PASUC.
4. Research, Evaluation and Guidance Supervisor (the Division Testing Coordinator).
5. Vocational Education Superintendent or Vocational Education Administrator as the case may be.

B. Registration Procedures

1. Who may register.

Students in the fourth year high school (in-school) who will graduate at the end of school year 1977-78 or in summer of 1978 and high school graduates (out-of-school youths) who intend to enroll in a degree course necessitating at least four years of academic study should register for the National College Entrance Examination (NCEE).

2. When and where to register

The registration period for the November 6, 1977 NCEE will be from June 20 to July 22, 1977. Definitely no request for extension of the registration period will be entertained.

Fourth year students who are referred to as in-school youths should register with the Office of the Principal of the school where they are presently enrolled and should use the Code Number of their respective high school appearing in the Directory of Philippine High Schools (Revised Copy) prepared by the MEIC-DEC. Applicants who have already graduated from the high school and who are referred to as out-of-school youths, should register with the Office of the Schools Division Superintendent in the City/Province where they reside and should use the Division Code.

3. How to register

Each applicant should accomplish the NCEE Form 1 (Registration Form) and the NCEE Form 2 (Student Descriptive Questionnaire - SDQ) which are given free of charge. He/she

9. The full cooperation of all concerned is imperative in order to insure the success of this project.

(D.G.) JUAN L. MANUEL  
Secretary

Incl.:

As stated.

References:

Presidential Decree No. 146  
Department Memo. No. 187, s. 1976

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

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

EXAMINATION  
WCEE  
STUDENTS

should attach his/her 1" x 1" sized photographs, one on the upper portion and another on the lower portion of the registration form for identification purposes and should pay a registration fee of five pesos (P5.00).

The upper portion of the registration form (Student's copy) should be given to the applicant. This will serve as his/her admission slip and should be shown to the Examiner/Proctor on examination day, and the lower portion (LEC's copy), together with the accomplished SDQ's should be retained and turned over to the Office of the Schools Division Superintendent concerned. Both upper and lower portions of Form 1 should be stamped or marked PAID and initialed by the teacher delegated by the Principal to receive the registration fee.

C. Sorting of registration forms (LEC's copy)

The LEC may designate the Division Testing Coordinator (DTC) to sort out the retained copies of the Registration Forms, together with the accomplished SDQ's to correspond to the names of the registered examinees listed for each examination room (NCEE Form 4 or NCEE Form 4-A). This should make it convenient for Examiners and Proctors assigned to each examination room to check examinees present against the Registration Form (Student's copy), which serves as the examinees' admission slips on examination day. The student's copy of the registration form need not be collected anymore.

D. Determination and designation of Examination Centers

1. The Local Examination Committee (LEC) shall, on the basis of convenience and of accessibility to the majority of student-registrants, determine the number of examination centers, together with their exact location considering the area to be served. It should also determine the specific schools and classrooms in each examination center to be used during the actual administration of the test. This must be done early enough as the preparation of the list of examinees for each center will depend on the designation of such centers. The maximum number of examinees assigned to an examination room is strictly thirty (30). Any number beyond 30 should be assigned to another room in a particular examination center.
2. The LEC must insure that prior arrangements with proper school authorities be made before the actual designation and publication of examination centers.

E. Assignment of examinees in examination centers

In assigning registered examinees to examination centers, the LEC shall observe the following guidelines:

1. Preferably, registered examinees from a particular school should be assigned to any one examination center.
2. Registered examinees whose school has not been designated as an examination center should be assigned to an examination center most accessible to them.

F. Listing of registered examinees

A list of examinees (NECE Form 4 or NCSE Form 4-A) arranged alphabetically, male first then female, in each room to which they are assigned in the examination center shall be prepared in four copies by the LEC. The original should be sent to the NETC, DEO, Manila, not later than August 15, 1977; one copy to be forwarded to the Regional Office and the rest (2 copies) to be retained by the Schools Division Superintendent. At the latest, a day before the examination day, the two copies retained by the Schools Division Superintendent should be given to the Chief Examiner, one of which should be posted on the door of the examination room; and the other to be given on examination day to the Examiner who will indicate the examinees' answer sheet number on the appropriate column during the post-test activities.

G. Appointment and assignment of Regional and Division Testing Coordinators, Chief Examiners, Examiners and Proctors

1. The Regional Director shall appoint the Regional Testing Coordinator (RTC) in his Region from among the supervisory staff in the Regional Office; while the Schools Division Superintendents shall appoint the Research, Evaluation and Guidance Supervisor as the Division Testing Coordinator (DTC).

All expenses of the RTC incident to his/her coordination efforts relative to the administration of the NCSE shall be charged against the cash advance of the Regional Director while that of the DTC shall be charged against the cash advance of the Schools Division Superintendent.

2. The LEC shall appoint one Chief Examiner for each examination center from among the administrative or supervisory staff of the school concerned to supervise the effective and efficient administration of the NCSE.

3. Members of the faculty of the elementary schools (public and private) shall be appointed by the LBC as Examiners to administer the NCEE, one for each designated examination room to be assisted by a Proctor from the secondary schools (public and private) who is likewise appointed by the LBC (one for each room). In no case should a secondary school teacher be assigned to watch his/her own students. If possible, each pair (Examiner and Proctor) should come from public and/or private schools.

H. Functions, duties and responsibilities of the Regional Coordinators, Division Testing Coordinators, Chief Examiners, Examiners and Proctors

1. Regional/Division Testing Coordinators

The Testing Coordinator (Regional/Division) is assigned to coordinate, supervise and report on the manner the NCEE was conducted in his region/division.

Duties and Responsibilities

- a. Coordinates activities relative to test administration in the region/division.
- b. Expedites the transmittal of the required forms to the NETC-DEC, Manila, bearing in mind the deadline for their submission.
- c. Facilitates communication channels from the NETC to and from the Regional Office or to and from the Division Office.
- d. Coordinates with the proper agency in the division/region to ensure the smooth, efficient and honest administration of the NCEE in his/her region/division.
- e. Receives in behalf of the Regional Director/Superintendent concerned, classified and non-classified test materials from the NETC representative during the distribution period.
- f. Keeps records of the activities relative to test administration in the region/division.

2. Chief Examiners

The Chief Examiner is primarily assigned to supervise the smooth, efficient and honest administration of the NCEE in his/her examination center.

Duties and Responsibilities

- c. Coordinates activities relative to test administration in a specified examination center.
- d. In case the Chief Examiner is not in any manner connected with the supervisory staff of the school used as examination center, he/she coordinates with the proper authorities in the preparation of the examination center, examination rooms in particular, a day before the scheduled examination day.
- e. Received from the LEC/DTC before the examination day, two copies of NCEE Form 4 (in-school youths) and/or NCEE Form 4-A (out-of-school youths) and supervises the posting of one copy on every door of the examination rooms in the examination center. Meanwhile, the other copy should be given to the Examiners on examination day, together with the LEC's copy of the registration form and the accomplished SIQ's.
- f. Collects Unused Test Booklets with corresponding Answer Sheets before test proper activities begin and indicates the total number and their serial numbers on the Test Materials Accounting Form.
- g. Supervises the administration of the test in the various rooms within the examination center.
- h. Decides and takes action on reported cases of tampered materials missing test booklets, and other similar irregularities.
- i. Collects and submits to the LEC/DTC the test materials immediately after the test.
- j. Submits an evaluation report on the administration of the test in his/her examination center giving particular attention to the security aspect.
- k. Submits the Chief Examiner's Transmittal Report Envelope to the LEC during the retrieval of all test materials. This envelope should contain the accomplished Test Materials Accounting Forms and Chief Examiner's Evaluation Report.

3. Examiner

The Examiner is appointed by the LEC upon recommendation of the Division Testing Coordinator. He/she is assigned to administer the NCEE in a designated examination room and is responsible for the security of test materials in his/her custody.



Duties and Responsibilities

- a. In coordination with the Chief Examiner, supervises the preparation of his/her examination room one day before the scheduled day of examination.
- b. Be at the assigned examination room not later than 7:00 o'clock A.M. on examination day with the test materials and forms needed in the administration of the test.
- c. Together with the Proctor, checks the identification of the individual examinees through the picture on the IEC's copy of the registration form.
- d. Together with the Proctor, assigns seats to the examinees following seating arrangement specified in the Examiner's/Proctor's Handbook; attends to the accomplishment of the Seat Plan by the examinees.
- e. Administers the test in the designated examination room on the scheduled examination day.
- f. Reads very carefully and follows strictly the test administration procedure in the Examiner's/Proctor's Handbook.
- g. Sees to it that the Proctor supervises each examinee in copying the correct set of code numbers and in following the instructions provided in the Examiner's/Proctor's Handbook.
- h. Uses sound discretion in attending to any problems that may arise. As much as possible, he/she should consult with the Chief Examiner about such cases.
- i. In cases of cheating and other similar test irregularities, carries out disciplinary measures such as disqualifying the student concerned from taking the test further after the student has ignored two warnings given to him or her.
- j. Together with the Proctor, accomplishes the Examiner's/Proctor's Transmittal Report Envelope. Likewise, he/she accomplishes the Test Evaluation Report separately.
- k. Maintains the security and confidentiality of the test materials in his/her custody.
- l. Accounts for and returns all test materials and forms entrusted to him/her by the Chief Examiner immediately after the administration of the test.

- a. Accomplishes the Test Materials Accounting Form.

#### 4. Proctor

The Proctor is appointed by the LEC through the recommendation of the Division Testing Coordinator to help the Examiner in a designated examination room.

##### Duties and Responsibilities

- a. Be at the examination room an hour before the scheduled time of examination (8:00 A.M.) on examination day.
- b. Reads carefully and follows strictly the examination procedures specified in the Examiner's/Proctor's Handbook.
- c. Acts as a witness to the Examiner's opening of the plastic bag containing the test booklets. Individually, each must certify in the Test Evaluation Report the condition of the contents of the bundle upon its opening.
- d. Assists the Examiner in the following activities:
  - (1) Carries test supplies and materials to and from the examination room.
  - (2) Sees to it that chairs are arranged sufficiently far enough to discourage cheating.
  - (3) Properly admits and identifies the examinees as they enter the examination room.
  - (4) Verifies the count of the test materials entrusted to him/her for distribution to the examinees.
  - (5) Distributes the test materials to the examinees according to the procedure specified in the Examiner's/Proctor's Handbook.
  - (6) Supervises each examinee in copying the correct set of code numbers.
  - (7) Maintains discipline in the examination room.
  - (8) Collects the test materials.
  - (9) Reports irregularities that may occur during the administration of the test.

- (9) Reports irregularities that may occur during the administration of the test.
- (10) Renders other forms of assistance which may be required by the Examiner during the test session.
- (11) Together with the Examiner, accomplishes the Examiner's/Proctor's Transmittal Report Envelope. This envelope should be sealed using the NETC-DEC seal tape, in the presence of the Chief Examiner. Both Examiner and Proctor, after sealing the envelope, should sign across the tape several times. The following are the contents of this envelope:
  - (a) Used answer sheets, arranged consecutively according to serial numbers.
  - (b) Used Student Descriptive Questionnaires (SDQ's) also arranged consecutively by serial numbers.
  - (c) LEC's copy of the NCEE Form 4 or NCEE Form 4-A indicating the answer sheet number of each examinee.
  - (d) Seat Plan
  - (e) Test Evaluation Report of the Examiner and the Proctor.
- (12) The Examiner and Proctor should account for all the used test booklets. They should arrange them consecutively according to serial numbers to be placed inside the plastic bag. In the presence of the Chief Examiner they should rearrange consecutively according to serial numbers the used and unused test booklets returned to them by the Chief Examiner. The open end of the plastic bag should be stapled securely.

I. How the test booklets are packed

1. The test is in a booklet form marked with a 6-digit serial number.
2. The test booklets with the answer sheets inserted, are sealed in plastic bags by 30's and 5's. A sheet of paper inside the plastic bag indicates the serial numbers of the test booklets contained therein

3. The plastic bags are packed in crates or cartons and assigned to a particular Division. Each carton or crate is labelled, strapped with steel band and/or sealed with tapes stamped with a special NETC-DEC sealing tape. Inside each crate or carton are operational forms such as the Examiner's/Proctor's Transmittal Report Envelopes with two copies of the Test Evaluation Report and a pair of sealing tapes.

J. Distribution and retrieval

The distribution and retrieval of the test materials require utmost care, diligence and vigilance on the part of the LEC, Regional and Division Testing Coordinators, the Chief Examiners, the Examiners and Proctors to ensure the confidentiality and security of the test materials and to maintain the integrity of the NCEE.

Distribution Phase:

1. The National Educational Testing Center, DEC, has the responsibility of shipping the test booklets in crates or cartons to the Regional Director or Schools Division Superintendents as the case may be. In case the crates or cartons are shipped directly to the distribution center, the Schools Division Superintendent of the Division where the distribution center is located, will act as the representative of the Regional Director to distribute the allocation for each division. The Regional Director or his authorized representative, however, should supervise the turnover of the test materials to the LEC Chairman or his authorized representative.
2. After the test materials are turned over to the LEC, the storage and security of the materials become the responsibility of the LEC. In this connection, the LEC Chairman is advised to coordinate with the local AFP or MISA personnel on security matters.
3. Procedure for the turnover of the test materials:
  - a. The Regional Director or the designated Regional Testing Coordinator or the Superintendent in charge of the distribution center, turns over the materials to the LEC Chairman or Division Testing Coordinator. The LEC Chairman or Division Testing Coordinator verifies the number of boxes/ crates received against the number specified in the Delivery Form in the presence of LEC members breaking the seal.
  - b. The LEC Chairman, the Division Testing Coordinator and the LEC members should devise a scheme for the distribution of the test materials to the different examination centers in the Division observing strict security measures. As much as possible, these materials should be turned over to the Chief Examiners right on the examination day. In some special cases when the examination center is far from the LEC Distribution Center, the LEC Chairman should use his sound discretion in turning over the test materials

test materials to the Chief Examiner of that particular examination center, with the security of the test materials and integrity of the NCEE as prime considerations.

- c. The Chief Examiner verifies the count of test materials received, breaks the seal in the presence of the Examiners on examination day and distributes said test materials to them.
- d. In all instances, the receiver verifies the count of the test materials received from the NCTC to the Distribution Center (Delivery Form I), to the LEC (Delivery Form II), and to the Chief Examiner and vice versa (Test Materials Accounting Form). For the turnover of test materials from the Chief Examiner to the Examiners and vice versa, the Test Materials Accounting Form also should be accomplished.

#### Retrieval Phase:

1. After the examination, the Examiner and the Proctor verify the count of the test materials. They check the consecutive arrangement of the test booklets according to serial numbers and after having confirmed that the pages of each test booklet are intact, return them to the plastic bags. The plastic bag should be stapled in the presence of the Chief Examiner. Likewise, the contents of the Examiner's/Proctor's Transmittal Report Envelope should be verified by the Chief Examiner before the envelope is sealed. The Examiner and Proctor must sign across the seal extending to the envelope.
2. The Chief Examiner should receive from the Examiner and the Proctor the following test materials:
  - a. Test booklets
  - b. Examiner's/Proctor's Transmittal Report Envelope with its contents properly accounted for.
  - c. LEC's portion of the registration forms, together with the Examiner's/Proctor's Handbook and NCEE Form 4 or NCEE Form 4-A (detached from the book), for safekeeping and future reference at the Division Office.
3. The LEC Chairman, the BTC, and the other members of the LEC should receive from the Chief Examiner the following:
  - a. Plastic bags containing used and unused test booklets
  - b. Examiner's/Proctor's Transmittal Report Envelopes
  - c. Chief Examiner's Transmittal Report Envelope

- d. Examiner's/Proctor's Handbook, together with the LEC's copy registration forms and NCSE Form 4 or NCSE Form 4-A detached from the covers of the examination rooms.

The LEC Chairman, assisted by the JTC and the LEC members, supervises the sorting out of the materials received from the Chief Examiner. They should see to it that the plastic bags of test booklets are packed in crates or cartons. The Chief Examiner's Transmittal Report Envelope should be packed in a separate carton whenever possible for transmittal to the NETC, Manila. However, the other forms such as the Examiner's/Proctor's Handbook, the LEC's copies of the registration forms and the NCSE Form 4 or Form 4-A should be left in the Division Office for safekeeping and reference.

4. The crates/cartons for transmittal to the NETC will then be delivered to the Regional Director or to his authorized representative in the distribution/retrieval center for storage at the PC Headquarters. These materials will be picked up by the NETC representative within three (3) days after the examination day.

#### K. Funding and Allowance of Personnel

1. All expenses incident to the administration of the 1977 NCSE within the Division is chargeable against the cash advance of the Schools Division Superintendent concerned. The following mode of payment on allowances should be observed:
  - a. LEC members, Division Testing Coordinator, Chief Examiner and School Head of the examination center should be given P20.00 each on examination day.
  - b. Examiners and Proctors should be given P10.00 each on examination day and one day service credit each for public school personnel. Personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.
2. Allotment for clerical assistance for each Division (LEC) is one casual employee for a period of five (5) months, preferably from August to December, in accordance with the minimum wage law.
3. All expenses incurred by the personnel of the Region incident to the administration of the 1977 NCSE within the Region is chargeable against the cash advance of the Regional Director concerned including P20.00 allowance of Regional Testing Coordinator on the examination day only.
4. Travelling expenses of representatives of the Division/Region incurred in attending NCSE Regional Training Seminars will be chargeable to the cash advance of the Division or Regional Offices, respectively.

5. Payment of above-stated expenses is subject to availability of funds given as cash advance to the Regional Directors and/or Schools Division Superintendents and the usual accounting and auditing regulations.

For further details, please refer to the Examiner's Handbook and other instructions given from time to time by the NETC. In case of doubts, Regional Directors and/or Schools Division Superintendents may contact NETC, Department of Education and Culture, Manila, for advice on specific problems that may arise in their respective regions/divisions.

It is requested that these guidelines be followed strictly and given promptly attention. Necessary steps should always be taken to safeguard the test materials and insure the integrity of the NCEE program.

CALENDAR OF ACTIVITIES FOR THE 1977 NCEE

- May 1-31, 1977 . . . . . Printing of non-classified NCEE forms
- June 13-20, 1977 . . . . . Shipment of NCEE forms to School Divisions
- June 20 - July 22, 1977 . . . Registration period
- August 15, 1977. . . . . Deadline for submission of required reports to the NETC, DEC, Manila
- August 31, 1977 . . . . . Remittance of registration fees to the NETC, DEC, Manila
- September 2, 1977 . . . . . Coordinating conference with government agencies concerned relative to the security of the NCEE project
- October 6-Nov. 5, 1977 . . . . Distribution of NCEE classified materials
- November 6, 1977 . . . . . EXAMINATION DAY
- November 7-8, 1977 . . . . . Retrieval of NCEE materials from examination centers and delivery to retrieval centers
- November 8-13, 1977 . . . . . Retrieval of NCEE materials from retrieval centers by NETC representatives
- November 7 - Dec. 9, 1977 . . . . . Batching of NCEE answer sheets and turnover to NCC
- November 7, 1977 - Feb 28, 1978 . . . . . Processing of test results
- March 1-15, 1978 . . . . . Staggered turnover of NCEE Notification Slips to the NETC and inventory of same
- March 16-31, 1978 . . . . . Distribution of NCEE Notification Slips to School Divisions