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MINISTRI NG EDUKASYON AT KULTURA
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MEC M E M O R A N D U M
No. 296 s. 1982

ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE 1982
PHILIPPINE EDUCATIONAL PLACEMENT TEST

To: Bureau Directors
Regional Directors
Schools Superintendents
Regional/Division Testing Coordinators/
Chief Examiners

1. The administration of the Philippine Educational Placement Test (PEPT) scheduled on December 21, 1981 is rescheduled on February 7, 1982 from 8:00 A.M. to 12:00 noon and 1:00 to 5:00 P.M. simultaneously in all examination centers throughout the country. The regional directors and the schools superintendents shall be responsible for the systematic, efficient and honest administration of the PEPT in their respective regions and divisions/centers.
2. To economize on the transportation expenses all test materials will be delivered by the NETC representatives to the divisions concerned. Information concerning date and time of arrival will be sent to the regional and division offices.
3. Additional guidelines on the administration of the PEPT are given in the inclosure for the information and guidance of the field.
4. It is desired that the guidelines on the administration of the PEPT be attended to promptly and followed strictly. Necessary steps should be taken to maintain the security of the materials to insure the integrity of the examination.
5. Full cooperation of all concerned on this matter is enjoined.

(SGD.) ONOPRE D. CORPUZ
Minister

Incl.:

As stated

Reference:

MEC Memorandum: No. 162, s. 1981

Allotment: 1-2-3-4--(D.O. 1-76)

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

BUREAUS & OFFICES
PROGRAM, SCHOOL
TESTS

(Inclosure to MEC Memorandum No. 20, s. 1982)

ADDITIONAL GUIDELINES ON THE ADMINISTRATION
OF THE 1982 PEPT

For a more effective implementation of the Accreditation and Equivalency Program (AEP), additional guidelines are being issued for the administration of the PEPT.

I. Assignment and Functions of the Regional Testing Team (RTT), Division Testing Team (DTT), Chief Examiners, Examiners and Proctors.

1. The RTT appointed by the Regional Director shall be assigned in critical areas or in testing centers with the three highest number of examinees. They are expected to:
 - a. coordinate and supervise the conduct of the PEPT in the assigned examination center of the region;
 - b. assist in the conduct of the Orientation Seminar organized by the DTT;
 - c. classify PEPT registrants in each examination center within the region completed (GLC) by sex and by division if there are more than one division involved;
 - d. send PEPT application forms of applicants in the Division without examination center to the Division Testing Coordinator (DTC) where the examination center is located;
 - e. report on the manner the PEPT was conducted in the region; and
 - f. witness the manner by which the distribution and retrieval of test materials is accomplished.
2. The Division Testing Team appointed by the Schools Superintendents (SS) are expected to:
 - a. coordinate and supervise the conduct of the PEPT in their division;

b. prepare a list of thirty (30) examinees for each room in triplicate, one of which should be posted at the door of each examination room at least three days before the examination day.

c. conduct an Orientation Seminar on February 4, 1982 on the effective administration of the PEPT. The NETC representative, RTT representative if present and Chief Examiners are expected to assist. Among the points to be emphasized are the following:

(1) Accomplishment of the Answer Sheet

(a) Use no. 1 lead pencil. In the absence of no. 1, use no. 2.

(b) Blacken the oval by connecting the two ends of the oval with three solid dark lines.

(c) Erase completely and cleanly if one desires to change his/her answer.

(d) Choose and blacken only one oval for any given answer.

(e) Do not fold, mutilate, staple or punch holes on the Answer Sheet. Keep it clean and free from dirt and smudges.

(f) Tear off Examinee Stub together with the Instruction Stub along the first perforated line carefully.

(2) Administration of the Test

(a) The directions in the Handbook for Examiners and Proctors should be strictly followed.

- (b) Allow thirty minutes practice in filling up the Practice Answer Sheet. If this is not enough, it can be extended but not to exceed one hour. If the examinees are finding difficulty in filling the name grid, the examiner/proctor can do it for them.
 - (c) At the end of the testing session no examinee should be allowed to leave the room until all AS and TB are accounted for.
 - (d) Send all the PEPT application forms in the division without an examination center to the Division Testing Coordinator (DTC) of the division where the examination center is located.
- (3) The Schools Superintendent shall appoint one from among the administrative or supervising staff as Chief Examiner for the Examination Center. Those who in the past were directly or indirectly involved in some problems which somehow affected the administration of previous examinations should not be reappointed. The Chief Examiner is in charge of:
- (a) managing the effective and efficient administration of the PEPT,
 - (b) supervising the posting of PEPT Form I, List of Registered Applicants per room, on the door of each examination room,
 - (c) distributing and collecting test materials during the examination day,
 - (d) safeguarding the confidentiality of test materials by collecting all unused AS and TB so that nobody will scrutinize the test booklets, and

(e) assisting the DTT in conducting the Orientation Seminar.

(4) The Schools Superintendent shall also appoint Examiners to administer the PEPT, one for each designated room with 30 examinees and Proctors to assist the examiners. The Examiners and Proctors shall be selected from among those who have demonstrated their competence and high integrity in the conduct of previous examinations. An Examiner and a Proctor shall be appointed for the last room even if the number of examinees is less than thirty. Likewise an Examiner and a Proctor shall be appointed for the room for latecomers, except in examination centers where there are 100 or less than 100 examinees in which case the members of the DTT will serve as examiner and proctor to the latecomers.

II. Distribution and Retrieval of Test Materials

1. Distribution Phase

- (a) The NETC representative will deliver the test materials to the divisions with testing centers. The regional and division offices concerned will be notified by wire about their arrival.
- (b) The SS or his representative, the Division Testing Coordinator (DTC) shall receive the test materials from the NETC representative immediately upon his arrival. The SS /DTC shall verify the number of boxes/crates received against the number specified in the delivery form in the presence of the RTT representative if one is assigned to that center and other members of the DTT. This should be done without breaking the seal of the boxes/crates. The confidentiality of the test should be safeguarded at all times by instituting appropriate security measures.
- (c) The SS /DTC should turn over the test materials to the Chief Examiner at about 7:00 AM on Examination Day in the presence of the NETC representative and other members of the DTT showing to them the unbroken seal.

- (d) The Chief Examiner breaks the seal in the presence of the NETC representative, verifies the number of test materials received and distributes these to the Examiners.
- (e) In all instances the receiver shall verify the count of test materials as listed in PEPT Form 2 before receiving and signing for them.

2. Retrieval Phase

- (a) After the examination, the Examiner and Proctor shall collect the test booklets and arrange the test booklets (used and unused) consecutively according to serial numbers. They should check the pages of each test booklet and the consecutive arrangement of these. Each one counts the number of booklets carefully and separately. Recount the test booklets carefully before placing them in the plastic bags. Staple the open end of the plastic bag in the presence of the Chief Examiner.
- (b) The Chief Examiner shall receive from the Examiner and Proctor the following materials:
 - (1) Test Booklets, used and unused.
 - (2) Examiners/Proctors Transmittal Envelope with its contents as specified (not sealed).
 - (3) Registration Forms, Examiners and Proctors Handbook and one copy of PEPT Form 1 (detached from the door).
- (c) The Chief Examiner shall place inside the Chief Examiner's Transmittal Report Envelope all unused Answer Sheets.
- (d) The DTC assisted by the members shall receive from the Chief Examiner the following:
 - (1) Plastic bags containing used and unused Test Booklets
 - (2) Examiner's/Proctor's Transmittal Report Envelopes (not sealed)

- (3) Chief Examiner's Transmittal Report Envelope
 - (4) Examiner's/Proctor's Handbooks
 - (5) Registration Forms and one copy of PEPT Form 1 for each testing room
- (e) Before the materials listed above (except No. 5) are packed the NETC representative shall verify the count of each as listed in PEPT Form 2. Once the number of materials have been recounted and found to be correct, the Examiner's/Proctor's Transmittal Report Envelope should be sealed and the Examiner and Proctor must sign across the seal extending to the envelope. The materials must be packed in the same boxes during delivery.
 - (f) The Registration Forms and the copies of PEPT Form I of the Division where the examination center is located should be retained by the Division Testing Team for further reference. The same forms of the other divisions will be sent back to the Regional Office.
 - (g) After the materials are packed in their original containers, the PEPT Form 2 must be accomplished and signed by those concerned. One copy shall be placed in the Chief Examiner's Transmittal Report Envelope, another copy should be retained by the DTC and two copies shall be turned over to the NETC representative.

III. Funding and Allowances of Personnel

1. All expenses incident to the administration of the 1982 PEPT within the division is chargeable against the cash advance of the SS concerned. The following mode of payment of allowances shall be observed:
 - (a) The NETC representative, RTT representative, SS, members of the DTT, Security Officers, Chief Examiner and school head who are the Local Examination Manager of the Examination Center should be given P50 each on examination day.

- (b) Examiners and Proctors are to receive P30 each on examination day and one day service credit each for public school teachers. Personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.
2. Incidental expenses during the administration phase of the PEPT includes snacks and meals of security examiners/proctors, janitors and local examination managers and other personnel assigned in examination center, snacks and transportation allowance during the orientation seminar, transportation of PEPT materials are chargeable against the cash advance of the SS subject to the availability of funds and the usual accounting and auditing procedures.
 3. Travelling expenses of the Regional and Assistant Regional Directors, members of the RTT in connection with the supervision of the administration of the PEPT and the cost of materials used in connection with the registration and administration of the PEPT will be chargeable against the cash advance of the Regional Director.
 4. Payment of the above stated expenses is subject to the availability of funds given as cash advance to the regional directors and schools division superintendents and the usual accounting and auditing regulations. Disbursement should be within the cash advances of the Schools Superintendents and the Regional Director. In no instance will expenses over and above the cash advance be reimbursed.