

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

November 17, 1983

MEMORANDUM
No. 235, s. 1983

GUIDELINES ON THE ADMINISTRATION OF THE 1983-1984
PHILIPPINE EDUCATIONAL PLACEMENT TEST

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities

1. The administration of the 1983-1984 Philippine Educational Placement Test (PEPT), the principal instrument used in the Ministry's Project called the Accreditation and Equivalency Program (AEP), is scheduled on December 11, 1983 from 8:00 A.M. to 12:00 noon and from 1:00 to 5:00 P.M. simultaneously throughout the country.
2. In pursuance of the government's retrenchment policy, examination centers will have to be used in order to reduce administration costs to the minimum. Whenever possible, examinees are to be seated in a big room, library, gymnasium or conference hall in groups of 30, with one proctor assigned to watch each group. However, there should be only one examiner for the entire room. Those who cannot be accommodated in the big room may be placed in the regular classrooms.
3. To economize on transportation expenses, all test materials will be delivered by the NSETC representatives to the divisions concerned. Information concerning the date and time of their arrival will be sent to the regional and division offices.
4. Guidelines on the administration of the PEPT are given in the inclosure for the information and guidance of the field.
5. It is desired that the guidelines on the administration of the PEPT be promptly attended to and strictly followed. Necessary steps should be taken to maintain the security of the materials to insure the integrity of the examination.
6. Full cooperation of all concerned on this matter is enjoined.

(SGD.) GONFRE D. CORPUZ
Minister

Incl: As stated

Reference:

MLCS Memorandum: No. 307, s. 1982

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

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

PROGRAM, SCHEDCL
RULES and REGULATIONS
TEST

(Enclosure to MECS Memorandum No. 235, s. 1983)

GUIDELINES ON THE ADMINISTRATION OF THE 1983-1984 PEPT

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

1. Assignment and functions of the Regional Testing Team (RTT), Division Testing Team (DTT), Chief Examiners, Examiners and Proctors.
 - a. The RTT appointed by the Regional Directors shall be assigned in critical areas or in testing centers with the three highest number of trainees. They are expected to:
 1. coordinate and supervise the conduct of the PEPT in the assigned examination center of the region;
 2. assist in the conduct of the Orientation-Seminar organized by the DTC;
 3. recheck application forms to determine if applicants meet all requirements particularly the age requirements;
 4. classify PEPT registrants in each examination center within the region by grade/year level completed (GLC) by sex and by division if there are more than one division involved;
 5. send the PEPT application forms of applicants in a Division without an examination center to the Division Testing Coordinator (DTC) where the examination center is located;
 6. report on the manner the PEPT was conducted in the region; and;
 7. witness the manner by which the distribution and retrieval of test materials is accomplished.
 - b. The Division Testing Teams appointed by the Schools Superintendents (SS) are expected to:
 1. coordinate and supervise the conduct of the PEPT in their Division;
 2. check the application forms to determine if applicants meet all requirements particularly the age requirements;
 3. prepare a list of 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 December 9, 1983 on the effective administration of the PEPT. The NETC representative, RTI representative if present and Chief Examiners are expected to assist. Among the points to be emphasized are the following:

(1) Administration of the Test

- (a) The directions in the Handbook for Examiners and Proctors should be strictly followed.
- (b) At the end of the testing session no examinee should be allowed to leave the room until all AS and TB are accounted for.
- (c) 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.

(2) The School's Superintendent shall appoint one from among the administrative or supervisory 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 re-appointed. The Chief Examiner is in charge of:

- (a) managing the effective and efficient administration of the PEPT;
- (b) supervising the posting of PEPT Form 1, 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 RTI in conducting the Orientation-Seminar.

- (3) The School Superintendent shall appoint Examiners to administer the PEPT. In pursuance of the government retrenchment policy, examination centers will have to be fused in order to reduce administration costs to the minimum. Whenever possible, examinees are to be seated in a big room, library, gymnasium or conference hall in groups of 30, with one proctor assigned to watch each group. However, there should be only one examiner for the entire room. Those who cannot be accommodated in the big room may be placed in the regular classrooms.

II. Distribution and Retrieval of Test Materials

1. Distribution Phase

- a. The NETC representatives will deliver the test materials to the division 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 RTF 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 be 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 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 those. 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, Examiner's and Proctor's Handbook and one copy of FEPT Form I (detached from the door).
- c. The Chief Examiner shall place inside the Chief Examiner's Transmittal Envelope all unused Answer Sheets.
- d. The DIC 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 FEPT Form I for each testing room.
- e. Before the materials listed above (except No. 5) are packed the NCTC representative shall verify the count of each as listed in FEPT 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 1 of the Division where the examination center is located should be retained by the Division Testing Team for future 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 in quadruplicate and signed by those concerned. One copy shall be placed in the Chief Examiner's Transmitted Report Envelope, another copy should be retained by the DIC, 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 1983 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, RIT representative, SS, members of the IIT, Security Officers, Chief Examiner and School Head who are the Local Examination Managers 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 include simple snacks and simple meals of security officers, examiners/proctors, janitors and local examination managers and other personnel assigned in examination center, simple snacks and transportation allowances during the orientation seminar. The freight expenses 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 RIT in connection with the supervision of the administration of the PEPT, and the cost of the 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 mentioned expenses is subject to the availability of funds given as cash advance to the Regional Directors and Schools Superintendents and the usual accounting and auditing regulations. Disbursement should be within the cash advances of the Schools Superintendents and the Regional Directors. In no instance will expenses over and above the cash advance be reimbursed.

