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(Republic of the Philippines)
MINISTRI NG EMKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

August 7, 1985

MECS MEMORANDUM
No. 123, s. 1985

UPDATING GUIDELINES FOR THE ADMINISTRATION OF THE NATIONAL
COLLEGE ENTRANCE EXAMINATION (NCEE)

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

1. Inclosed are the guidelines and schedule for the conduct of the annual NCEE for the information and guidance of all school officials involved.
2. Attention is invited to the designation of a Room Supervisor to oversee and supervise the smooth administration of the test and the abolition of the assignment of the Proctor.
3. This Memorandum supersedes MECS Memorandum No. 102, s. 1984, particularly its Inclosures entitled, "Guidelines for the Administration of the NCEE."
4. It is desired that the contents of this Memorandum be disseminated immediately.

(SGD.) JAIME C. LAYA
Minister

Incls:
As stated

Reference:
MECS Memorandum: (No. 102, s. 1984)

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

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

EXAMINATION
FEES
LEGISLATION

OFFICIALS
RULES & REGULATIONS
STUDENTS

UPDATING GUIDELINES FOR THE ADMINISTRATION OF THE
NATIONAL COLLEGE ENTRANCE EXAMINATION (NCEE)

In connection with the annual administration of the NCEE this Office has updated the guidelines for the guidance of the field. It is requested that all personnel involved in this activity be apprised of these guidelines for the smooth and efficient test administration.

4. Composition of the Local Examination Committee (LEC)

1. Schools Division Superintendent of the Province or City as Chairman.
2. Philippine Constabulary Provincial Commander as Co-Chairman.
3. Assistant Schools Division Superintendent member
4. One representative from the private schools to be nominated by the Coordinating Council for Private Education Association (COCOPEA) or the National Private Schools Association (NPSA)-member.
5. A representative from the state colleges and universities nominated by PASOC - member (The Chairman of the LEC may appoint a Division Supervisor in the absence of a representative).
6. Research, Evaluation and Guidance Supervisor (Division Testing Coordinator)- member
7. Vocational School Superintendent or Administrator - member

B. Registration Procedures

1. Who May Register

Students in the fourth year high school (in-school youths) who will graduate at the end of the school year or in summer and high school graduates (out-of-school youths) who intend to enrol in a degree course necessitating at least four years of academic study may register for the NCEE.

2. When and Where to Register

The registration period for the NCEE will be from the start of classes in June to July 31 every year. Definitely NO request for extension of the registration period will be entertained.

Fourth Year students who are referred to as in-school youths (IS) 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 schools appearing in the Directory of Philippine High Schools (revised copy prepared by the METC-MICS). Applicants who have already graduated from the high school and who are referred to as out-of-school youths (OSY) should register with the Office of the High School Principal nearest to their residence but should use the Division Code Number.

B. How to Register

Each applicant should accomplish the NCEE Form 1 (Registration Form) which is given free of charge through the Schools Division Superintendents. He should attach his latest photo, size 1" x 1", one on the upper box portion and another on the lower box portion of the registration form, for identification purposes. He should pay a registration fee of Twenty Pesos (P20.00) in accordance with the approved rate. Both upper and lower portions of Form 1 should be stamped or marked PAID and initialed by the registering official. The date and year should likewise be indicated.

The upper portion of the registration form (Student's Copy) should be given to the applicant. This will serve as his admission slip and should be presented to the Examiner on the examination day; the lower portion (LEC's copy) should be retained by the registering official and to be turned over to the Chief Examiner when they submit their reports of registrants.

C. Determination and Designation of Examination Center

1. The LEC on the basis of convenience and accessibility to the majority of student registrants, shall determine the number of examination centers, together with their exact location. It shall also determine the specific buildings and classrooms to be used in each 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. It is strongly recommended that the number of examination centers used previously be reduced in order to effect closer supervision during the administration of the test and thus minimize the occurrence of irregularities. As much as possible, examination centers where irregularities in the administration of previous NCEE's have been reported should NOT be used anymore. The practice of using all high schools as examination centers within a city division is not tolerated.

The LEC Chairman should determine the school(s) best suited as examination centers following the principle of convenience and accessibility to the examinees. Only in cases where there are not enough rooms within the school campus, should another school be designated as an examination center. In brief, there should be a maximum utilization of the school used as examination center before another center is created or used. The maximum number of examinees assigned to an examination room is strictly thirty (30). Any number beyond 30 should be assigned to another room to be supervised by another examiner.

2. The LEC must insure that prior arrangements are made with proper school authorities before the actual designation and publication of examination centers is done.

D. Assignment of Examinees in Examination Centers

In assigning registered examinees to examination centers, the following guidelines should be observed:

1. Preferably, registered examinees from a particular school should be assigned to only one examination center. If the last room assigned has less than 30, examinees from other high schools may be added to complete the 30 students required per room. Separate Form 4 should be prepared for every school.

2. Registered examinees whose school has not been designated as an examination center should be assigned to an examination center most accessible to them.

E. Listing of Registered Examinees

A list of examinees (NCEE Form 4 or 4-A) arranged alphabetically, male first followed by female, should be prepared in six copies for each room. The original copy should be sent to the NETC, MECS, Manila, not later than August 15; one copy should be forwarded to the Regional Office and the rest (4 copies) should be retained by the Schools Division Superintendent. These should be given to the Chief Examiner one day before the examination day. One copy should be posted on the door of the examination room and the remaining copies should be given to the Examiner on examination day. The examiner will indicate the examinee's Answer Sheet number on the appropriate column in one of the copies of the Form 4 or 4-A during the post test activities.

F. NCEE Forms

1. NCEE Form 1 - Registration Form accomplished and filled out by the NCEE applicant.
2. NCEE Form 2 - List of high schools participating in the NCEE. This is checklist of high schools with their respective code numbers which will be used to check/update the list of high schools in the High School Library of NETC.
3. NCEE Form 3 - Test Materials Accounting Form
4. NCEE Form 4 - List of registered in-school NCEE applicants per room
5. NCEE Form 4-A - List of registered out-of-school NCEE applicants per room
6. NCEE Form 5 - List of examination centers, addresses, schools covered and total number of applicants. This form is the basis for packing materials, hence accuracy of data is very important. This must reach NETC not later than August 15.
7. NCEE Form 6 - List of Examiners by Center
8. NCEE Form 7 - Summary of actual examinees by room/school within the Examination Center.

All aforementioned forms or reports should be submitted to NETC on or before August 15, except NCEE Forms 3 & 7. These reports, NCEE Forms 3 & 7 should be placed in the Chief Examiner's Transmittal Report Envelope (CTRE) together with other required reports to be submitted to NETC, Manila.

G. Appointment and Assignment of Regional and Division Testing Coordinators, School Heads, Chief Examiners, Room Supervisors and Examiners

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



2. The LEC shall appoint the following:

- a. Head of the school used as examination center to oversee the general preparation of the Center
- b. One Chief Examiner for each Center from among the administrative or supervisory staff of the Division
- c. Room Supervisor from the administrative and/or supervisory staff
- d. Room Examiners from among the competent public school teachers.

Chief Examiners and Examiners who were directly or indirectly involved in some problems, which somehow affected the administration of previous NCEE's should not be re-appointed.

H. Functions, Duties and Responsibilities

1. Regional or Division Testing Coordinator

- a. Prepares and submits to NETC a budget corresponding to the latest cash advance allotted to the region or division;
- b. Coordinates activities relative to test administration in the region or division;
- c. Expedites the transmittal of the required reports to the NETC, NECS, bearing in mind the deadline for their submission, August 15, every year;
- d. Facilitates communication channels between the NETC and the regional office or between the NETC and the division office;
- e. Coordinates with the home-room teachers, through their respective principals, on the student's orientation regarding the proper accomplishments of the Answer Sheet;
- f. Coordinates with the proper agency in the Region or Division to insure smooth, efficient and honest administration of the NCEE in his Region or Division;
- g. Receives in behalf of the Regional Director or Schools Division Superintendent concerned, classified and non-classified materials from the NETC representative during the distribution period and takes charge of the retrieval phase of the NCEE; and
- h. Keeps record of the activities relative to test administration in the region or division.

2. School Head

- a. Provides 30 armchairs in each examination room arranged in accordance with the seat plan
- b. Sees that the rooms are clean and orderly
- c. Makes available the use of the sound system, if any, and assists the applicants in locating their room assignments

- d. Provides erasers and pieces of chalk for use by the examiners
- e. Opens the school canteen for service
- f. Sees that comfort rooms are available for use
- g. Provides first aid service through the assignment of a teacher (alternate examiner) who can render first aid assistance.

3. Chief Examiner

- a. Coordinates activities relative to test administration in a specific examination center.
- b. Coordinates with the School Heads in the preparation of the examination center, the examination rooms in particular, at least one day before the examination day. This is especially so in cases where the Chief Examiner is not connected with the supervisory staff of the school used as examination center.
- c. Devises a scheme by which the room assignment of the examiners will only be known one day before the test.
- d. Supervises the posting of Form 4 and Form 4-A on the door of the room one day before the examination day.
- e. Supervises the administration of the test in the various rooms within the examination center
- f. Decides and takes action on reported cases of tampered materials, missing test booklets, impostoring and other similar irregularities.
- g. Goes around the examination center keeping watch that no unauthorized persons are loitering on the corridor. A report on this matter marked "CONFIDENTIAL" should be sent to the NCTC for appropriate action.
- h. Collects the test materials after the test. Test booklets should be properly accounted for, arranged consecutively, placed in their original plastic bags and sealed. In addition, the contents of the ETRE's should be verified before sealing and arranging these consecutively by batch number.
- i. Submits an evaluation report on the administration of the test in his examination center paying particular attention to the security aspect; and
- j. Submits the test materials previously received together with the CETRE, to the LEC during the retrieval period. The CETRE should contain the accomplished Test Materials Accounting Forms, NCEE Form 7, and the Chief Examiner's Narrative Report.

4. Room Supervisor

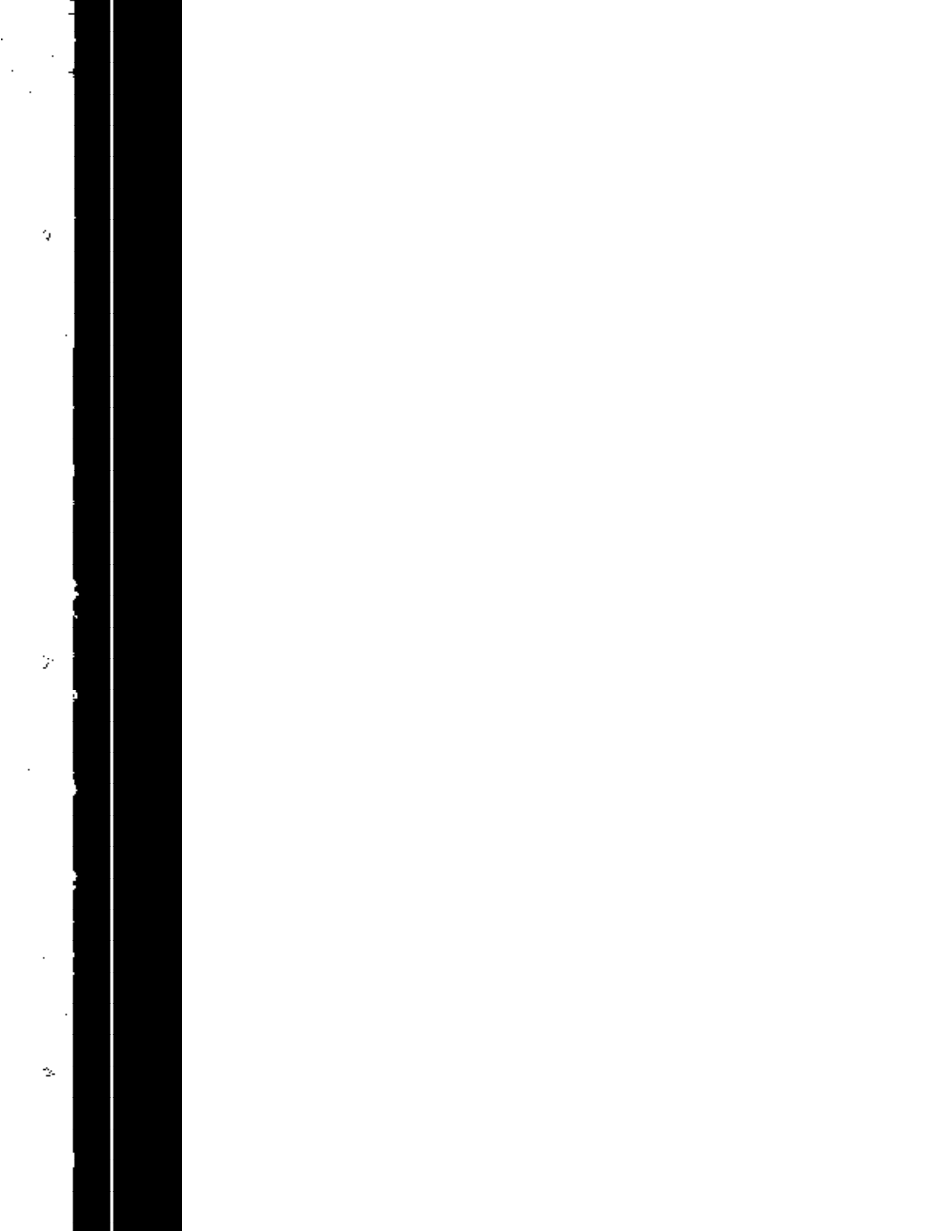
- a. Assists the Chief Examiner in the distribution and retrieval of NCEE materials.



- b. Receives two copies of NCEE Form 4 and 4-A and supervises the posting of one copy on the door of every examination room in the area assigned to him, one day before the examination day. Another copy should be given to the examiner on examination day, together with the LEC's copy of the Registration Forms.
- c. Sees to it that unused Test booklets remain in their plastic packages and that no Examiner reads the booklets.
- d. Sees to it that the board work in the different rooms is prepared by the Room Examiner before the start of the examination. Special attention should be made on the time allotment by subject.
- e. In cases where additional test materials are needed, he gets these from the Chief Examiner and gives them to the Room Examiner.
- f. Oversees the conduct of examiners and examinees who go out for personal necessities.
- g. Sees to it that chairs are fit for use, sufficient and placed far enough to discourage cheating.

5. Room Examiner

- a. In coordination with the Chief Examiner and Room Supervisor, supervises the preparation of his examination room one day before the scheduled administration of the test.
- b. Be at the assigned examination center not later than 7:00 o'clock A.M. on examination day ready to receive the test materials and other instructions from the Chief Examiner. He is held responsible for the efficient conduct of the test.
- c. Prepares board work specified in the Examiner's Handbook.
- d. Checks the identification of the individual examinees through the picture attached to the LEC's copy of the Registration Form. He should see to it that no impostors are admitted into the examination room.
- e. Assigns seats to the examinees following the seating arrangement specified in the Examiner's Handbook and attends to the accomplishments of the seat plan by the examinees. (Examiners should not sign for the examinees on the seat plan).
- f. Distributes the test materials to the examinees according to the procedures specified in the Examiner's Handbook.
- g. Administers the test in the designated examination room on the scheduled examination day.
- h. Reads very carefully and follows strictly the test administration procedures and the specific time allotment in the Examiner's Handbook.
- i. Supervises each examinee in copying the correct code numbers and in following the instructions provided in the Examiner's Handbook. (Writing the correct division code and high school code numbers is very important in order to avoid sending the NCEE Notification Slip of rating to the wrong address or high school of the student.)



- j. Maintains the security and confidentiality of the test materials in his custody.
- k. Accounts for and returns immediately after the administration of the test all test materials and forms entrusted to him by the Chief Examiner.
- l. Accomplishes the Test Materials Accounting Form.
- m. Maintains discipline in the examination room.
- n. Collects the test materials.
- o. Dismisses students only after accounting for the correct number of test booklets and Answer Sheets.
- p. Reports irregularities, if any, that may occur during the administration of the test.
- q. Accomplishes the ETRE This envelop should be sealed using the NETC-NECS sealing tape, in the presence of the Chief Examiner. After sealing the envelope, he should sign across the tape several times.

The following are the contents of this envelope:

- (1) Used Answer Sheets, arranged consecutively according to serial numbers;
 - (2) LEC's copy of the NCEE Form 4 or NCEE Form 4-A with the Answer Sheet number of each examinee indicated in the proper column;
 - (3) Seat Plan; and
 - (4) Batch Slip;
 - r. Accounts for all the used and unused test booklets. In the presence of the Chief Examiner and room supervisor he should arrange according to serial numbers the USED and UNUSED test booklets given to him earlier by the Chief Examiner. The open end of the plastic bag should be stapled securely.
- I. How the Test Booklets and Answer Sheets are Packed
- 1. Test Booklet (TB)
 - a. The test is in a booklet form marked with a 6-digit serial number.
 - b. The test booklets packed by 30's and 5's are sealed in plastic bags. A sheet of paper inserted inside indicates the serial numbers of the TB contained therein. A sequence number is written on the upper right hand corner to facilitate distribution.



- c. The plastic bags are bundled together by examination center and placed in crates or cartons and assigned to a particular division. There are some instances when the test materials for two (2) or more examination centers are placed in one box or crate. Each carton or crate is labelled, strapped with plastic and steel bands respectively. Inside the last crate the ETRE which contains one copy of the Seat Plan and a pair of sealing tapes.

2. Answer Sheets (AS)

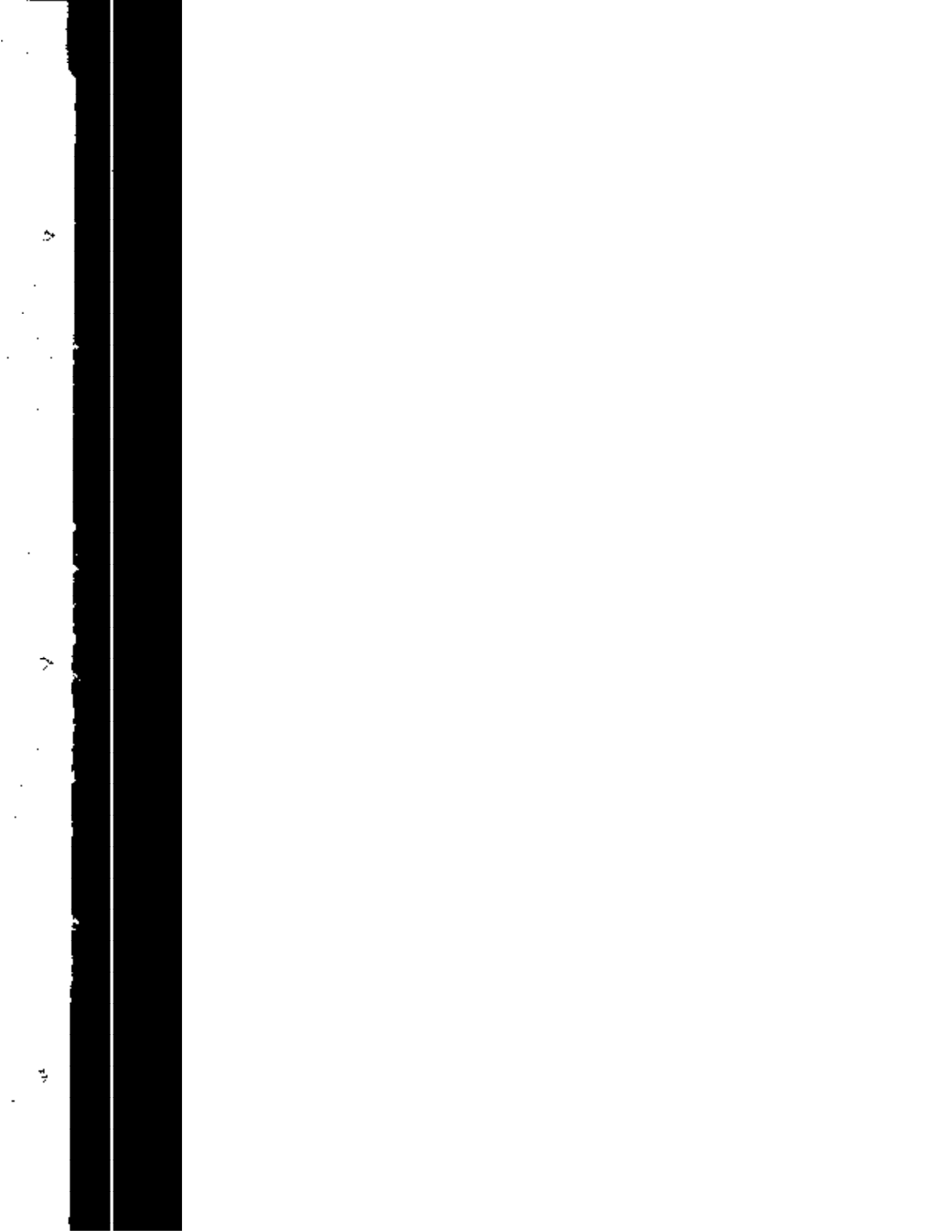
- a. The Answer Sheets are computer-printed in two-fold form and pre-numbered with a 6-digits serial number. The inclusive serial number of the Answer Sheets assigned to an examination center, in all instances, should tally with the inclusive serial number of the test booklets. In case of a defective TB or AS, both should be changed entirely with a new set.
- b. The Answer Sheets are sealed in plastic bags of 30's and 5's with a batch slip indicating the serial numbers of the Answer Sheets contained therein. A sequence number is likewise written on the upper right hand corner of the batch slip to make distribution and matching with TB easier.
- c. The plastic bags containing the Answer Sheets are bundled by examination centers and placed inside the crates or cartons containing test booklets that are assigned to a particular examination center. For examination centers with more than one crate or carton, the Answer Sheets and other forms are placed inside the last crate or carton.

J. Distribution/Retrieval of Test Materials

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, Room Supervisors and the Examiners to insure their confidentiality and to maintain the integrity of the NCEE.

Distribution Phase

1. The METC takes charge of delivering the test booklets in crates or cartons to the Regional Director or Schools Division Superintendent, as the case may be. In case the crates or cartons are consigned directly to the provincial distribution center, the Schools Division Superintendent of the Division where the distribution center is located shall be designated by the Regional Director to act as his representative to receive and 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 in the regional distribution center. The packing guide that accompanies the test materials should be used as reference for locating materials assigned to each examination center.
2. After the test materials have been turned over to the LEC, the storage and security become their responsibility. In this connection, the LEC Chairman is advised to coordinate with the local AFP or NISA Offices on security matters.



3. Procedures for the turnover and distribution of test materials

- a. The Regional Director or the designated Regional Testing Coordinator or the Schools Division Superintendent in charge of the distribution center turns over the materials to the LEC Chairman or the Division Testing Coordinator. The LEC Chairman or the Division Testing Coordinator in the presence of LEC members, verifies the number of boxes or crates received against the number specified in the Delivery Form and Packing Guide.
- b. The LEC Chairman, the Division Testing Coordinator and the 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 Examiner right on the examination day. In some special cases, where the examination center is far from the LEC distribution center, the LEC Chairman should use his sound discretion when to turn over the test materials to the Chief Examiner of the particular examination center with the security and integrity of the NCEE as prime consideration.
- c. The Chief Examiner assisted by the Room Supervisor verifies the count of the test materials received from the LEC on examination day, matches the set of plastic bag of TB and plastic bag of AS in a designated room within the examination center. On a pre-arranged time, the Chief Examiner and the Room Supervisor distribute the set of test materials to the Examiners.
- d. In conformity with the Examiner's Handbook, the plastic bags containing the test booklets and Answer Sheets should be opened in the examination room in the presence of the examinees.

Retrieval Phase

1. After the examination, the Examiner verifies the count of the test materials. He should arrange the used and unused test booklets consecutively by serial numbers and after having confirmed that the pages of each test booklet are complete, returns them to the plastic bag. The plastic bags should be stapled in the presence of the Chief Examiner and the Room Supervisor. Likewise, the contents and the details printed on the ETRE should be verified by the Chief Examiner and Room Supervisor before the envelope is sealed. The Examiner must sign across the seal extending to the envelope.
2. The Chief Examiner shall receive from the Examiner the following materials:
 - a. Test Booklets
 - b. ETRE with the contents as specified, properly accounted for
 - c. LEC's portion of the registration forms, together with Examiner's Handbook and NCEE Form 4 or NCEE Form 4-A detached from the door should be kept at the Schools Division Office for safekeeping and future reference.



3. The Chief Examiner shall place inside the CETRE the unused Answer Sheets with plastic bags opened. Meanwhile, extra unused Answer Sheets with plastic bags intact should be packed together with the test booklets.
4. The LEC Chairman, the DTC and other members of the LEC shall receive from the Chief Examiner the following:
 - a. Plastic bags containing used and unused test booklets
 - b. ETRE
 - c. CETRE
 - d. Examiner's Handbook, together with the LEC's copy of the registration forms and NCEE Form 4 or NCEE Form 4-A detached from the door of the examination rooms.

The LEC Chairman, assisted by the DTC and the LEC members, supervises the sorting of the test materials received from the Chief Examiners. They should see to it that plastic bags of test booklets are packed in crates or cartons. The ETRE and the CETRE should be packed in a separate carton tied securely for transmittal to the METC, Manila. These should be placed inside the crates and properly labelled.

5. The crates or cartons should be delivered to the Regional Director or to his authorized representative in the retrieval centers for storage at the PC or NESA Headquarters. These materials will be retrieved by the METC representative within three (3) days after the examination day depending on the availability of transportation.

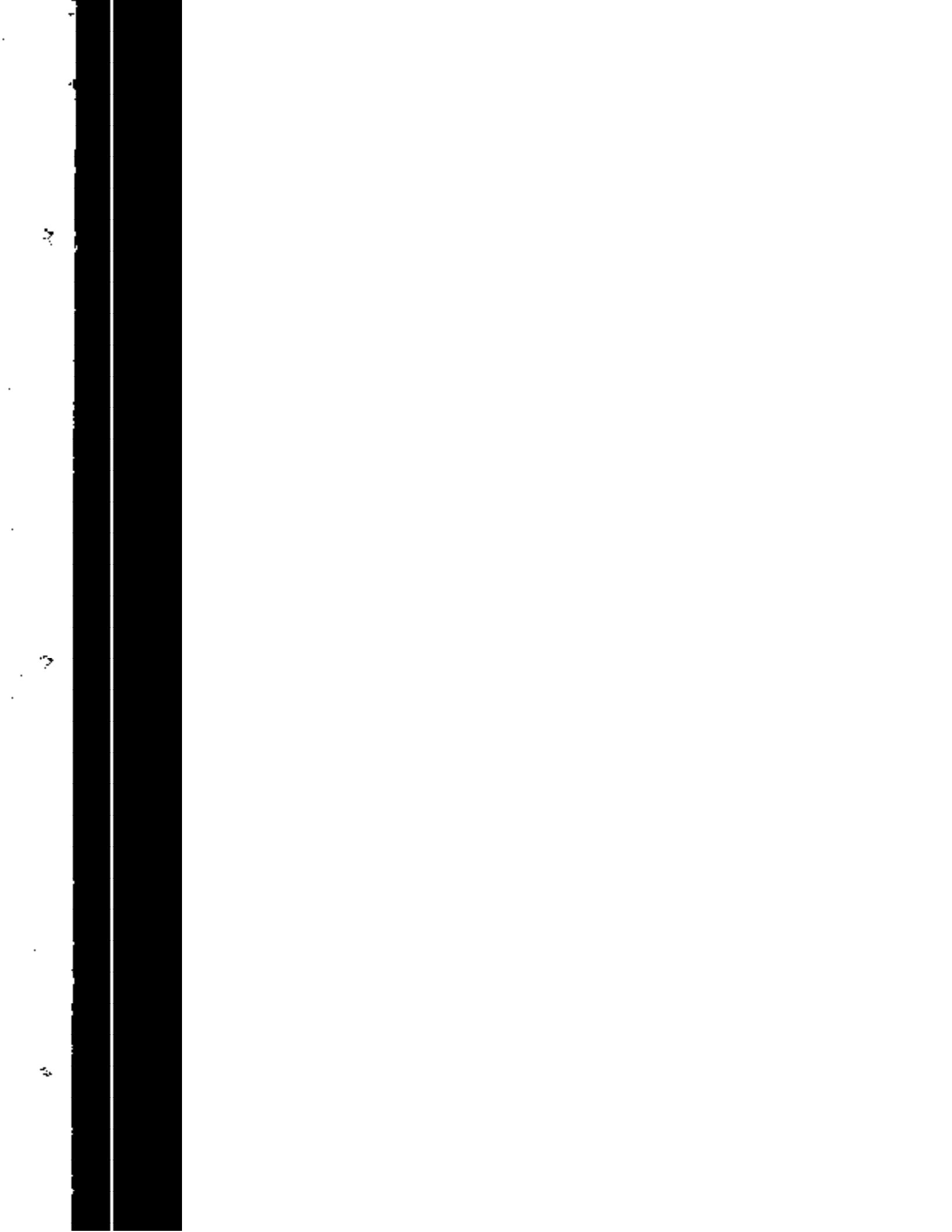
K. Orientation Seminar

NETC representatives will be fielded to provide assistance and consultancy services during the orientation seminar and briefings to be held in all regions throughout the country. Attendance in these seminars shall include the Regional Testing Coordinators and the Division Testing Coordinators who in turn will conduct an echo seminar in their respective Divisions. Attendance of Schools Division Superintendent, Regional Supervisors and Supervisors in the host Division may be encouraged but their expenses will be charged against local funds.

Attached as Inclosure No. 2 is schedule of orientation seminars for the 1985 NCEE. At least one day should be spent with the community leaders for the round table conference to tap them to help promote honest, orderly and smooth conduct of the NCEE.

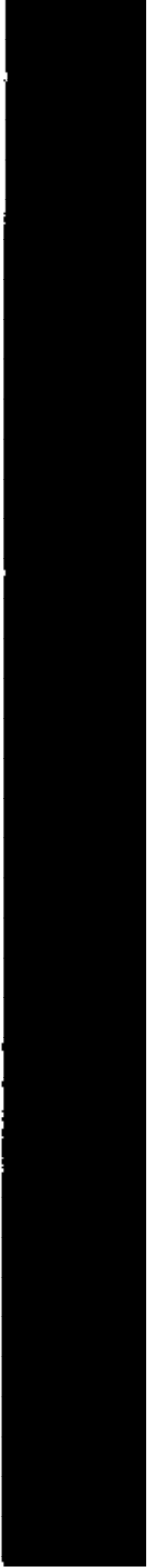
L. Funding and Allowances of Personnel

1. All allowances incident to the administration of the NCEE within the Division is chargeable against the cash advance of the Schools Division Superintendent concerned. The following mode of payment of allowances should be observed:
 - a. LEC members, Division Testing Coordinator, School Heads, Chief Examiners, and Room Supervisor should be given P50.00 each on examination day.



- t. Examiners should be given \$95.00 on examination day and two days service credits each for public school teachers.
2. In connection with the administration of the NCEE, provisions may be made for clerical assistance if found necessary, but not to exceed one thousand (\$1,000.00) pesos depending upon the number of registrants in the division.
 3. Incidental expenses during the administration phase of the NCEE which include snacks of security and other personnel assigned in each examination center and transportation of NCEE materials to and from the examination center are chargeable against the cash advance of the Schools Division Superintendent. Likewise, incidental expenses including snacks of personnel in charge of security and transportation of NCEE materials to and from the regional distribution or retrieval centers are chargeable against the cash advance of the Regional Director. Schools Division Superintendents should reimburse actual transportation fares and handling of test materials incurred by Chief Examiners in getting and returning said items to and from AFP or NIGA headquarters.
 4. All expenses incurred by the personnel of the Regional Office incident to the administration of the NCEE within the Region are chargeable against the cash advance of the Regional Director concerned, including the \$50.00 allowance of the Regional Testing Coordinator on the day of the examination. Likewise, expenses incurred by RTC in his coordinating functions are chargeable against the Regional Director's cash advance.
 5. Expenses incurred incident to the holding of the Regional Seminars are chargeable against the cash advance of the Regional Director except the travelling expenses of the Division Testing Coordinator's which are charged against the cash advance of the Schools Division Superintendent concerned, in accordance with the usual accounting and auditing procedures.
 6. Payment of the above mentioned expenses is subject to the availability of funds given as cash advance to the Regional Director or Schools Division Superintendents and the usual accounting and auditing regulations for special projects like the NCEE.
 7. A budget for the division should be prepared and submitted to NETC not later than August 15, based on the amount of cash advance received in the previous NCEE. If there is a considerable increase in the number of registrants during the current school year a corresponding increase of the cash advance may be allowed.
 8. The cash advances given to the Regional Directors and Schools Division Superintendents should be liquidated within two (2) months after the administration of the NCEE.

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 or Schools Division Superintendents may contact NETC, NECS, for advice on specific problems that may arise in their respective Regions or Divisions.



SCHEDULE OF NCEE ORIENTATION SEMINARS

DATE	REGION	NETC TEAMS	VENUE
8-19-85	I		San Fernando, La Union
8-21-85	III	Dr. Margarita C. Bonoan	San Fernando, Pampanga
8-23-85	V	Mrs. Elyra A. Brillantes	Legazpi City
8-19-85	II		Tuguegarao, Cagayan
8-21-85	IV	Dr. Lolita B. Racela	Quezon City
8-23-85	NCR	Mrs. Wilma B. Abello	Manila
8-19-85	VI		Iloilo City
8-21-85	VII	Dr. Lucila F. Tibigan	Cebu City
8-23-85	VIII	Miss Josefina Domalasa	Catbalogan City
8-19-85	X		Cagayan de Oro City
8-21-85	XI	Mr. Felix M. Aguda	Davao City
8-24-85	IX	Miss Virginia Trinidad	Zamboanga City
8-27-85	XII		Cotabato City
Overall - Director Mona D. Valiano Asst. Director Teresa C. Goba Mr. Romulo Batorina Mr. Cesar Ferraren Mrs. Evangelina Adversalo			

