



REPUBLIKA NG PILIPINAS
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MAY 19 2003

DepEd MEMORANDUM
No. 164, s. 2003

**GUIDELINES IN THE ADMINISTRATION OF THE 2003 NATIONAL DIAGNOSTIC TEST
TO FIRST YEAR HIGH SCHOOL STUDENTS**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. For the information and guidance of all concerned, enclosed are the guidelines in the administration of the National Diagnostic Test (NDT) to be administered in all public secondary schools in school year 2003-2004.
2. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encl.:
As stated

Reference:
DepEd Memorandum: No. 150, s. 2003

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS
OFFICIALS
STUDENTS

GUIDELINES IN THE ADMINISTRATION OF THE 2003 NATIONAL DIAGNOSTIC TEST TO FIRST YEAR HIGH SCHOOL STUDENTS

The following guidelines in the administration of the National Diagnostic Test in School Year 2003-2004 are hereby issued for the guidance of all concerned.

1. Testing Personnel in the School

- 1.1. Personnel to be involved in the implementation of the National Diagnostic Test shall be the staff assigned in their respective school. These include the School Principal, Assistant School Principal, Head Teacher, Department Head/s, Guidance Counselor/s, and Classroom Teacher/s. They shall function as Chief Examiner, Room Supervisor/s, and Room Examiner/s.
- 1.2. The Chief Examiner in a school shall be the School Head.
- 1.3. The Room Supervisor/s shall be the Assistant School Principal, Department Heads or School Guidance Counselor/s. If there is no personnel with these designations, the Room Supervisor/s shall be a member / members of the teaching staff who has/have the most number of years experience in standardized testing.
- 1.4. There shall be one Room Supervisor for every five testing rooms. If there are less than five testing rooms, the Chief Examiner acts as the Room Supervisor.
- 1.5. The Room Examiner/s shall be the Secondary School Teacher/s but he/she/they should not be the class adviser/s of first year class/es.

2. Functions/Responsibilities of Testing Personnel

2.1. The Chief Examiner shall:

- 2.1.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
- 2.1.2. inform the examinees to bring their pencils and snacks on examination day;
- 2.1.3. receive and acknowledge receipt of the test materials from the Division Office;
- 2.1.4. orient Room Examiners on how to administer the test;
- 2.1.5. distribute to and retrieve from the Room Examiners the test materials;
- 2.1.6. monitor and supervise the administration of the test;
- 2.1.7. keep and secure the scoring template;
- 2.1.8. score the answer sheets; and
- 2.1.9. secure the test materials before and after the testing period.

2.2. The Room Supervisor shall:

- 2.2.1. monitor and supervise the conduct of the test in the rooms assigned to her/him;
- 2.2.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test; and
- 2.2.3. assist the Chief Examiner in scoring the answer sheets.

2.3. The Room Examiner shall:

- 2.3.1. receive the test booklets (TBs) and answer sheets (ASs) from the Chief Examiner;
- 2.3.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
- 2.3.3. prepare the board work showing a replica of the AS;
- 2.3.4. give instructions to the examinees before distributing the TBs and ASs;
- 2.3.5. distribute the TBs and ASs to the examinees;
- 2.3.6. administer the test according to the Examiner's Handbook;
- 2.3.7. retrieve the TBs and ASs simultaneously; and
- 2.3.8. return the TBs and ASs to the Chief Examiner.

3. Testing Center and Testing Room

- 2.1. Every public school shall be a testing center.
- 2.2. Rooms where the first year students occupy shall be the testing rooms.
- 2.3. Thirty students shall be tested in one room.

4. Report/Forms to be Accomplished

- 4.1. Scoring Template. This is similar to the Scannable Answer Sheets but it has holes or windows through which correct answers in the Answer Sheet can be seen. It shall be used in scoring the answer sheets.
- 4.2. Room/Chief Examiner's Transmittal Report Envelope (RCETRE). This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case may be. Used Answer Sheets shall be placed in the envelope to be accomplished by the Room Examiner. Scoring Template and unused Answer Sheets shall be placed in the envelope to be accomplished by the Chief Examiner. All envelopes shall be submitted to NETRC.

5. Test Materials

- 5.1. **Test Booklets.** A test booklet contains the test items in three subject areas. It is reusable. The same TBs shall be used in the morning and in the afternoon.
- 5.2. **Answer Sheets.** These are scannable and can be scanned only if pencils are used to blacken/shade the bubbles/circles.
- 5.3. **Pencil.** Only pencil is used to blacken/shade the AS. This is to be provided by each examinee.
- 5.4. **Examiner's Handbook.** This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, and forms to be accomplished by each testing personnel, and to whom the reports are to be submitted. It also includes the instructions to be read verbatim by the Examiner.
- 5.5. **TBs and ASs are packed in sealed plastic bags.** Each pack of ASs has 30. The same holds true in the pack of TBs. The packs of ASs and TBs for a school are also packed in bigger plastic bags or boxes.

6. Testing Sessions

- 6.1. **First year enrolment in a school shall be divided into two groups; one group shall be tested in the morning and the other in the afternoon.**
- 6.2. **If possible, there shall be two groups of Room Examiners; one group to conduct the test in the morning and the other in the afternoon, in order to provide ample time for Room Examiners to account for all materials and for Room Examiners in the morning to take their lunch.**
- 6.3. **The test shall start not later than 7:30 o'clock in the morning and 1:00 o'clock in the afternoon. If the test in the morning is not started on time there will be an adverse effect in the afternoon test because of the time needed for the accounting of the test materials after the morning session.**

7. Scoring the Answer Sheets

- 7.1. **Answer Sheets shall be scored immediately after the test using the Scoring Template.**
- 7.2. **Only the Chief Examiner and one of the Room Supervisors will score the Answer Sheets. If there is no Room Supervisor due to the small number of examinees (which is less than 5 rooms), only the Chief Examiner shall score the test.**
- 7.3. **Instructions regarding the examinees with certain score as specified in the Scoring Instructions that accompany the Scoring Template will be used for additional treatment of data.**

8. Delivery of Test Materials

- 8.1. There shall be two couriers/forwarders to deliver the test materials to the Division Office. One will deliver the Answer Sheets and the other the Test Booklets.
- 8.2. Test materials for the schools shall be delivered by the Division Office.
- 8.3. The Packing Guide and the Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received.
- 8.4. Upon receipt of the test materials by the Schools Division Superintendent or his/her duly authorized representative, these shall be deposited in a safe and well-secured place. If materials are delivered to the Division Office much earlier, they shall be delivered to the secondary schools a few days before testing day.
- 8.5. Boxes containing the materials shall be opened carefully, making sure that labels are not tampered and sides of boxes are not torn out because they are the same boxes to be used during the retrieval.
- 8.6. All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination day. Any discrepancy noted must be properly documented by the Chief Examiner.

9. Retrieval of Test Materials

- 9.1. All test materials received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 9.2. Before test materials are packed for retrieval they must be counterchecked with the delivery receipts to ensure that the number of test materials to be retrieved tally with those delivered. These should be properly indicated in the Delivery Receipt. Any discrepancy must be properly documented by the Chief Examiner.
- 9.3. Test materials shall be retrieved from the secondary schools by the Division Office.
- 9.4. There shall be two couriers/forwarders to retrieve the test materials from the Division Office, one to retrieve the test booklets and the other the Answer Sheets.
- 9.5. Retrieval of Answer Sheets shall be given top priority by the Division Office. The forwarder of the Answer Sheets shall be notified as soon as these are ready.