



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City



Trunkline : 632-1361  
Fax: 633-7231  
DEText: 0919-4560027  
Website: <http://www.deped.gov.ph>

JUL 08 2004

DepED MEMORANDUM  
No. 292, s. 2004

**2005 NONFORMAL EDUCATION ACCREDITATION AND EQUIVALENCY (NFE A&E)  
TESTS REGISTRATION AND ADMINISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. The 2005 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in **181 divisions** to a maximum of 30,000 qualified test registrants in three (3) waves on the last three Sundays of February, **February 13, 20 and 27, 2005.**

- 1<sup>st</sup> Wave – February 13, 2005 – Mindanao Region
- 2<sup>nd</sup> Wave – February 20, 2005 – Visayas and Bicol Regions
- 3<sup>rd</sup> Wave – February 27, 2005 – Luzon except Bicol Region

2. There will be two (2) levels of the NFE A&E Tests: Elementary and Secondary Levels.

3. The following DepED personnel are involved in the Test Registration/Administration Processes:

- a. Division Supervisor in-charge of Nonformal Education;
- b. District NFE Coordinator to serve as a Test Registration Officer (TRO);
- c. Six (6) Regional Nonformal Education Division Staff, ES I and District Supervisors; and
- d. Bureau of Nonformal Education (BNFE) Staff, Central Office Staff in coordination with the Regional and Schools Division Offices.

4. Registration period for the NFE A&E Tests will be on September 1-30, 2004 in selected public elementary and secondary schools which will be announced later.

5. The Guidelines for the 2005 NFE A&E Tests Registration and Administration (copy enclosed) will be discussed during the orientation.

6. Immediate and wide dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS  
Secretary

Encl.:

As stated

References:

DepED Memorandum: No. 67, s. 2004

DepEd Orders: Nos. 2, s. 2003; and 11 and 17, s. 2002

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION  
EXAMINATIONS  
NONFORMAL EDUCATION  
RULES and REGULATIONS

Reformatted by: Sheila, MPPD, DM 2005 NFE A&E  
July 5, 2004

**GUIDELINES IN THE REGISTRATION AND ADMINISTRATION OF THE NFE A&E TESTS**

I. COMPONENTS

**PHASE I – REGISTRATION**

<b>Schedule</b>	September 1-30, 2004
<b>Venue</b>	<ul style="list-style-type: none"><li>◆ Approved Registration/Testing Centers, which are selected public elementary/secondary schools designated by the Schools Division Superintendent (SDS) based on the criteria</li><li>◆ No change of Registration/Testing Centers will be allowed</li></ul>
<b>Criteria for Registrants</b>	Open to the following registrants with <b>no registration fee</b> <ul style="list-style-type: none"><li>◆ Out-of-school youth and adults 16 years and above who are basically literate. Registrant must present evidence of being out-of-school for 6 months on the date of registration</li><li>◆ Learners who have attended or are attending learning session under the NFE A&amp;E LSDS or the BP-OSA program</li><li>◆ Learners or individuals who have taken previous NFE A&amp;E Test but have not passed the test</li><li>◆ Balikbayans</li></ul>
<b>Documents needed</b>	<b>Two 1" x 1" photo and any of the following:</b> <ul style="list-style-type: none"><li>◆ Birth or baptismal certificate</li><li>◆ Latest report card issued by the last school attended</li><li>◆ Other authentic documents bearing the date of birth and signature of registrant</li></ul>
<b>Persons Involved</b>	<ul style="list-style-type: none"><li>◆ Division Supervisor In-Charge of NFE</li><li>◆ District NFE Coordinator designated as Test Registration Officer (TRO)</li><li>◆ Six (6) NFED Staff and District Supervisor/Principal</li></ul>
<b>Procedures</b>	<b>The out-of-school youth or adult</b> <ul style="list-style-type: none"><li>◆ Presents documents to the TRO and submits himself/herself for interview</li><li>◆ Fills-in the registration</li><li>◆ Keeps the detached lower portion of the form from the TRO for presentation during the test administration</li></ul>
<b>Duties and Responsibilities</b>	<b>BNFE Staff</b> <ul style="list-style-type: none"><li>◆ Reproduces registration forms</li><li>◆ Conducts the orientation for the NFE A&amp;E Test Registration</li><li>◆ Distributes the registration forms</li></ul> <b>Regional NFE Chief/Asst Chief and/or Supervisor (ES II-NFE)</b> <ul style="list-style-type: none"><li>◆ Attends the orientation on the NFE AE Test Registration</li><li>◆ Monitors the NFE A&amp;E Test Registration</li><li>◆ <b>Evaluates the accomplished NFE A&amp;E registration forms, together with the Division Supervisor on the last three days of the registration period</b></li><li>◆ Reports immediately to the BNFE the number of registrants</li><li>◆ Evaluates the Master List of qualified examinees in the Elementary and Secondary Levels</li><li>◆ Announces the schedule of the NFE A&amp;E Test Registration and Administration</li></ul>

<b>Duties and Responsibilities</b>	<b>Division Supervisor (ES I-NFE)</b> <ul style="list-style-type: none"> <li>• Attends the orientation on the NFE A&amp;E Test Registration</li> <li>• Orients the TRO on the mechanics of registration</li> <li>• Sees to it that the list of NFE A&amp;E Test Registrants are prepared by thirty (30) with surnames arranged alphabetically</li> <li>• <b>Evaluates the accomplished registration forms, together with the Regional Key Officials</b> on the last three days of the registration period</li> <li>• Sends the required forms to the BNFE</li> <li>• Signs the final Master List in the absence of SDS/ASDS</li> <li>• Keeps the original test registration forms in the Division Office for safekeeping</li> <li>• Announces the schedule of the NFE A&amp;E Test Registration and Administration</li> </ul>
	<b>Test Registration Officer (TRO);</b> <ul style="list-style-type: none"> <li>• Registers qualified prospective registrants by level</li> <li>• Staples the picture on the space provided for it</li> <li>• Explains how the registration form will be accomplished but will not accomplish it for the registrants</li> <li>• Processes the registration form by checking the <b>accuracy of the data</b></li> <li>• Gives the lower portion to the registrant</li> <li>• Retains the duly accomplished upper portion of the form and turns this over to the Division Supervisor in charge of NFE.</li> <li>• Prepares list of registrants with the <b>surnames arranged alphabetically.</b></li> <li>• Signs the lists and submits the original and duplicate copies to the Division NFE Supervisor</li> <li>• Submits the 3<sup>rd</sup> and 4<sup>th</sup> copies will submit to the Testing Center Administrator for use during the testing day.</li> <li>• Informs the registrants who are disqualified immediately to take the NFE A&amp;E Tests</li> </ul>

## **PHASE II – TEST ADMINISTRATION**

<b>Schedule</b>	13 February 2005 – Wave 1 (Mindanao Region) 20 February 2005 – Wave 2 (Visayas Region and Bicol Regions) 27 February 2005 – Wave 3 (Luzon Region except Bicol Region)
<b>Venues</b>	Approved registration/testing centers with proper lighting facilities, well-ventillated rooms and clean toilets
<b>Qualifiers</b>	<ul style="list-style-type: none"> <li>• Registrants whose names appear on the NFE A&amp;E Form 1 (Masterlist of Qualified Test Takers)</li> </ul>
<b>Documents needed</b>	<ul style="list-style-type: none"> <li>• Lower portion of the registration form for proper identification</li> </ul>
<b>Persons Involved</b>	<ul style="list-style-type: none"> <li>• Regional Director and Assistant Regional Director</li> <li>• Schools Division Superintendent (SDS)</li> <li>• Assistant School Division Superintendent (ASDS)</li> <li>• Division Supervisor</li> <li>• Testing Center Administrator/Principal</li> <li>• Proctor and Examiners preferably the District NFE Coordinator</li> <li>• Janitors and Security Guards</li> <li>• District Supervisor</li> <li>• BNFE Representative</li> </ul>

<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Registrant reports to the testing center at 7:30 a.m. and looks for his name in the Master List posted near the door of the testing room</li> <li>• Presents the lower portion of the registration form to the Examiner before he/she enters the room</li> </ul>
<b>Duties and Responsibilities</b>	<p><b>BNFE Director</b></p> <ul style="list-style-type: none"> <li>• Schedules the Orientation on the NFE A&amp;E Test Administration</li> <li>• Oversees the conduct of the NFE A&amp;E Test Administration</li> <li>• Addresses issues and concerns relative to the test activities through appropriate communication channel</li> </ul>
	<p><b>Regional Director</b></p> <ul style="list-style-type: none"> <li>• Oversees and ensures the smooth operation and effective administration of the NFE A&amp;E Tests in the Region</li> <li>• Monitors the test administration in Divisions</li> </ul>
	<p><b>DepEd Central and Regional Office Staff</b></p> <ul style="list-style-type: none"> <li>• Attends orientation on the conduct of the <b>Test Administration</b></li> <li>• Conducts orientation of the Testing Center Coordinators, Examiners and Roving Proctors on the tests administration two days before the test</li> <li>• Inspects/Checks the Testing Center assigned to her/him at least a day before the actual testing day</li> <li>• Monitors the administration of the Tests</li> <li>• Prepares a report on the observations made on testing day for submission to the BNFE Director</li> <li>• Retrieves the required reports from the Regional and Division Management Committees and Testing Center Administrator for submission to the BNFE Director</li> </ul>
	<p><b>Schools Division Superintendent</b></p> <ul style="list-style-type: none"> <li>• Oversee and ensure the smooth and efficient administration of the NFE A&amp;E Tests in the Division</li> <li>• Attends the orientation on the NFE A&amp;E Test Administration</li> <li>• Appoints the NFE Supervisor as the Division Testing Coordinator and the School Head of the Testing Center as the Testing Center Administration</li> <li>• Monitors the administration of the tests</li> <li>• Approves/grants service credit of two days to teachers who rendered auxiliary services during the test</li> </ul>
	<p><b>Division NFE Supervisor</b></p> <ul style="list-style-type: none"> <li>• Attends the orientation on the NFE A&amp;E Test Administration</li> <li>• Appoints examiners and roving proctors</li> <li>• Coordinates and monitors the conduct of the NFE A&amp;E Tests in the Division</li> <li>• Prepares a report on the conduct of the tests in the Division for submission to the BNFE, copy furnished the Regional Office</li> <li>• Liaises with Local Government Unit (LGU) for support during the test administration, e.g., transportation for examinees in remote areas</li> <li>• Serves as member of the Division Test Management Committee</li> <li>• Attends the orientation to be conducted by DepEd Central and Regional Office Staff</li> <li>• Checks the master list of registrants for each Testing Room and Testing Center – arranged alphabetically per testing room with at most 30 examinees per room</li> <li>• Coordinates and monitors the conduct of the NFE A&amp;E tests in the Division</li> <li>• Prepares a report on the conduct of the test in the Division for submission to the BNFE, copy furnished the Regional Office</li> </ul>

**Duties and Responsibilities Continued**

**Testing Center Administrator (Principal/School Head)**

- Attends the Orientation on the NFE A&E Test Administration
- Provides streamers or posters announcing the schedule of the tests in strategic places
- Makes available Master List of Examinees Per Testing Room the day before and on the day of the Tests
- Provides one room as Test Distribution Center
- Provides a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information
- Assists in safeguarding the confidentiality of the test materials
- Records all the problems and difficulties encountered and steps taken to solve them for submission to the DepEd Central Office and Regional staff assigned in the Testing Center
- Assigns the school security guard, janitor or one staff at the gate to ensure that only authorized personnel and examinees are allowed in the school/ testing center premises on testing day

**Chief Examiner (BNFE Staff)**

- Conducts the orientation on Test Administration
- Distributes and retrieves the test materials and the answer sheets to the Examiners and ensures that all these materials are accounted for.
- Receives the reports of the Testing Center Administrator
- Monitors the test administration and the security of the test materials.

**Examiner**

- Attends the orientation on the NFE A&E Test Administration
- Familiarizes himself/herself with the Examiner's Manual for Test Administration before the day of the tests
- Conducts ocular visit to the Testing Center the day before the Test to check that there are only thirty (30) armchairs in each of the testing rooms, prepares the board work and posts the NFE A&E Test Form 1 – Master List of Examinees by Testing Room near the door of the Testing Room
- Reports to his/her assigned Examination Center to receive the test materials from the Chief Examiner before 7:00 o'clock in the morning on the day of the tests
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room
- Checks the identity of the examinees with the registration forms before allowing them to enter the Testing Room
- Gives preliminary instruction to examinees before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration
- Distributes systematically the test materials to the examinees in accordance with the examiner's Manual for Test Administration
- Answers queries from examinees regarding preliminary instructions
- Administers the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration
- Checks the progress of the test to find out if the examinees are following directions correctly (that they are writing the answers on the answer sheets and not on the test booklet nor scratch paper) but does not read the test questions

<p><b>Duties and Responsibilities</b> (Continued)</p>	<ul style="list-style-type: none"> <li>• Retrieves from the examinees <b>systematically</b> the Test Booklets as well as the Answer Sheets after the time allotted for the test. Examinees shall not be allowed to stand, go around or leave the room while retrieval is being done and until after ensuring that all the test booklets and answer sheets have been collected and accounted for</li> <li>• Returns all the Test Booklets, Answer Sheets, and Examiner's Manual for Test Administration to the designated Chief Examiner</li> <li>• Accomplishes and submits list of actual examinees to the designated Chief Examiner</li> <li>• Submits the <b>original</b> Registration Forms to the Division Supervisor for safekeeping</li> </ul> <p><b>Roving Proctor</b></p> <ul style="list-style-type: none"> <li>• Gives assistance to the Examiners whenever necessary (should not stay in one area together with the other roving proctors)</li> <li>• Accompanies the examinees to the restroom and/or clinic whenever necessary</li> </ul> <p><b>Janitor (one for every ten testing rooms)</b></p> <ul style="list-style-type: none"> <li>• Arranges the testing rooms in accordance with the instruction of the Testing Center Administrator</li> <li>• Ensures that there are only thirty (30) armchairs inside the testing rooms. Extra armchairs shall be placed outside the rooms.</li> <li>• Sees to the availability and cleanliness of the toilets and rooms before and after the tests</li> <li>• Returns the extra armchairs inside the testing rooms after the tests</li> </ul> <p><b>Security Guard</b></p> <ul style="list-style-type: none"> <li>• Secures the testing center before and on the day of the test</li> <li>• Sees to it that only the examinees and DepEd personnel involved with ID Cards provided by BNFE are allowed in the premises of the Testing Center during the testing day</li> </ul>
<p><b>Rules and Penalties</b></p>	<p><b>The examinees will be required to strictly comply with the rules governing the administration of the NFE Tests. These include:</b></p> <ul style="list-style-type: none"> <li>• Eating, drinking and smoking are not allowed in the Testing Room.</li> <li>• All bags, learning materials, notebooks, cellular phones and calculators are to be placed in front of the chalkboard near the Examiner's/teacher's table.</li> <li>• Calculators shall immediately be confiscated if examinees are caught using these during the tests.</li> <li>• Silence shall be observed once the test booklets have been distributed.</li> <li>• Examinees are not permitted to leave the testing Room at any time except to go to the toilet in the company of a Roving Proctor</li> <li>• Examinees shall not be allowed to stand, go around or leave the room while the retrieval of the test booklets and answer sheets is going on</li> <li>▪ Registrants/Examinees who gave wrong information with regards to age, residence and status (out-of-school for at least six months) and are caught cheating, plagiarizing or attempting or attempting to substitute examinees, or having themselves substituted by another person will automatically have their registration and test papers and test results canceled/invalidated and they will be disbarred from taking the NFE A&amp;E Test again for a period of two (2) years</li> </ul>