




SEP 28 2005

DepED MEMORANDUM
No. 289, s. 2005

CONDUCT OF A SPECIAL ACCREDITATION
AND EQUIVALENCY (A&E) TEST

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Bureau of Alternative Learning System (BALS) will conduct a special Accreditation and Equivalency (A&E) Test (Elementary and Secondary Levels) for the United States Agency for International Development-Education Quality and Access to Learning and Livelihood Skills (USAID-EQUALS)-Creative Associates International, Inc. (CAII) Project sites on December 11, 2005. (Please see Enclosure).
2. Registration period will be from September 12 to October 21, 2005. All registrants shall register in duly designated Registration and Testing Centers (RTCs) identified by the Schools Division Superintendent (SDS). A duly appointed ALS District Coordinator shall serve as Test Registration Officer (TRO) in the RTC.
3. The Division Orientation for Test Administration will be on December 9, 2005 in the designated Registration and Testing Centers (RTCs).
4. Other information pertinent to the Special 2005 A&E Test are provided in the enclosed Guidelines for widest dissemination and appropriate action of all concerned.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls.: As stated

Reference: DepED Memorandum: No. 61, s. 2003

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION

STUDENTS

TESTS

Madel:c: special accreditation
9-15-05

**List of Testing and Registration Centers by Region
and by Municipality**

Region/Division/ Municipality	A&E Registration & Testing Center	Concerned Agency
ARMM		
Maguindanao		
1. Barira	Barira Central Elem. School	USAID-EQUALLS CAII-ACCESS
2. Buldon	Buldon Central Elem. School	- do -
3. North Upi	Nuro Central Elem. School	- do -
4. South Upi	Timanan Central Elem. School	- do -
5. Parang	Parang Central Elem. School	- do -
Lanao del Sur I		
1. Kapatagan	Kapatagan National High School	- do -
Basilan		
1. Lantawan	Matarling Central Elem. School	- do -
2. Maluso	Maluso Central Elem. School	- do -
Tawi-Tawi		
1. Bongao	Bongao Central Elem. School	- do -
2. Simunul	Tampakan Central Elem. School	- do -
3. Sitangkai	Laud Annex Elem. School	- do -
ARMM		
Maguindanao		
1. Datu Odin Sinsuat	Dalican Pilot Elem. School	USAID-EQUALLS-ELSA LEAD
2. Guindolongan		- do -
3. Shariff Aguak	Shariff Aguak Central Elem. Sch.	- do -
4. Sultan sa Barongis	Barurao Central Elem. School	- do -
5. Cotabato City	ND Village Central Elem. Sch.	- do -
REGION IX		
Zamboanga del Sur		
1. Dinas	Libertad Elem. School	USAID-EQUALLS SAVE-ASCEND
REGION XII		
Cotabato		
1. Midsayap	Dilangalen Central Elem. School	USAID-EQUALLS SAVE-ASCEND
ARMM		
Maguindanao		
1. Datu Piang	Datu Gumbay Central Elem. Sch.	USAID-EQUALLS SAVE-ASCEND
Sulu		
1. Talipao	Blaan Central Elem. School	USAID-EQUALLS SAVE-ASCEND

**GUIDELINES FOR THE REGISTRATION OF THE
SPECIAL ACCREDITATION AND EQUIVALENCY TESTS
OF THE ALTERNATIVE LEARNING SYSTEM**

When to Register?

- ◆ September 12 to October 21, 2005

Where to Register?

- ◆ One school (Elementary or Secondary) identified by the Schools Division Superintendent (SDS) shall serve as the Registration and Testing Center (RTC) of the Division funded by USAID-EQUALLS.

Who are qualified to register?

- ◆ A&E learners (funded by USAID-EQUALLS) in selected Divisions in Mindanao may take the elementary ALS A&E Test (aged 11 years old and above).
- ◆ A&E learners (funded by USAID-EQUALLS) in selected Divisions in Mindanao. may take the secondary ALS A&E Test (aged 15 years old and above).

Who will manage the registration and how?

- ◆ The District ALS Coordinator designated by the SDS as the **Test Registration Officer (TRO)** who shall:
 - (1) Report to the Registration and Testing Center (RTC) from September 12 to October 21, 2005 from 8:00 a.m. to 5 p.m. to accept test registrants.
 - (2) Evaluate entries made by the registrants in the registration form.
 - (3) Approved duly accomplished registration forms.
 - (4) Detach the lower part of the registration form and return it to the registrant for use as admission document on the day of the test.
 - (5) Prepare the Master List of Registrants by 30s and submit it to the Division ALS Supervisor.
 - (6) Inform disqualified registrants immediately (not later than October 22, 2005) of their disqualification.

Who will monitor and evaluate the registration and how?

- ◆ The BALS representative shall:
 1. Monitor the registration during the last day of the registration period.
 2. Evaluate the accomplished registration forms on October 22 to 25, 2005.
 3. Submit original copies of the registration forms to the ALS Division Supervisor for safe keeping.
 4. Bring back the final Master List of Registrants to the Bureau of Alternative Learning System (BALS) not later than October 28, 2005.
- ◆ The ALS Supervisor I shall:
 1. Monitor the registration during the registration period.
 2. Evaluate the accomplished registration forms on October 21, 2005.
 3. Keep the original copies of the registration forms in the Division Office for safe keeping.
 4. Review the Master List of Registrants prepared by the TRO at the end of the registration period. See to it that the Master List of Registrants is prepared in groups of thirty (30) with surnames arranged alphabetically.
 5. In the absence of SDS/ASDS (only when need arises), approve/sign the Master List of Registrants.
 6. Submit the final Master List of Registrants to the Bureau of Alternative Learning System (BALS) not later than October 28, 2005.

What are the documents needed by the registrants for registration?

- ◆ ID photo (1" x 1") in 2 copies.
- ◆ Any/one of the following (Xerox copy only).
 - (1) Birth certificate
 - (2) Baptismal certificate
 - (3) Barangay Certification of residency (residence certificate)
 - (4) Marriage Certificate
 - (5) Driver's License

How to register?

- ◆ Get the registration form from the TRO
- ◆ Fill up the registration form available at the Registration and Testing Center (RTC)
- ◆ Attach ID photo (signed at the back) to the registration form
- ◆ Present/any/one of the documents listed above
- ◆ Sign the registration form (upper and lower portions)
- ◆ Submit the registration form duly accomplished to the TRO

**GUIDELINES FOR THE ADMINISTRATION OF THE
SPECIAL ACCREDITATION AND EQUIVALENCY TESTS
OF THE ALTERNATIVE LEARNING SYSTEM**

When is the Special A&E test administration?

- ◆ **December 11, 2005**

Where is the Testing Center?

- ◆ Designated Registration and Testing Center in selected DepEd Divisions identified by USAID-EQUALLS (CAII-ACCESS, ELSA-LEAD and SAVE-ASCEND) with one specified registration and testing center each.

Who will attend the Division Level Orientation?

- ◆ ALS Division Supervisor who will conduct the orientation
- ◆ Schools Division Superintendent (SDS/Assistant Schools Division Superintendent (ASDS)
- ◆ Principal of the School (RTC) who will serve as the Testing Center Administrator
- ◆ District Supervisor within the Project Sites
- ◆ District ALS Coordinators and classroom teachers who will serve as examiners or roving proctors

When is the Division Level orientation?

- ◆ Two (2) days before the Testing day (December 9, 2005)

Where is the Division Level Orientation?

- ◆ At the designated Registration and Testing Center (RTC)

Who are the test takers?

- ◆ Test takers are those whose names appear on the Official ALS A&E Form I (Master List of Registrants)
- ◆ Test takers who are learners of USAID-EQUALLS project (CAII-ACCESS, ELSA-LEAD and SAVE-ASCEND)

What are the requirements for admission on testing day?

- ◆ The test takers should:
 - (1) Report to the Testing Center before 7:00 A.M. on December 11, 2005
 - (2) Present the approved lower portion of the registration form (signed by the TRO) to the Examiner.

Who will manage the test administration?

- ◆ **The BALS Representative who shall serve as lead examiner and discharge the following functions:**
 - (1) Bring the test materials and the answer sheets two (2) days before the test administration (except on a case to case basis, i.e., Sulu and Tawi-tawi)
 - (2) Distribute to and retrieve the test materials and the answer sheets from the examiners and ensure that all these materials are accounted for
 - (3) Receive the reports of the Testing Center Administrator, Region and Division Staff

- (4) Oversee the test administration and ensure the security and confidentiality of the test materials
 - (5) Prepare a report on the general conduct of the test in the RTC
- ◆ **Regional Director shall:**
 - (1) Oversee and ensure the smooth operation and effective administration of the ALS A&E Tests in the Region.
 - ◆ **Regional Staff shall:**
 - (1) Monitor the administration of the Tests.
 - (2) Prepare a report on the conduct of the tests for submission to the BALS representative.
 - ◆ **Schools Division Superintendent shall:**
 - (1) Oversee and ensure the smooth and efficient administration of the ALS A&E Tests in the Division.
 - (2) Monitor the administration of the tests.
 - (3) Approve/grant service credit of two days to teachers (other than examiners/roving proctors) who rendered auxiliary services during the test.
 - (4) Designate from among ALS Coordinators/classroom teachers the examiners and roving proctors.
 - ◆ **ALS Division Supervisor shall:**
 - (1) Liaise with Local Government Unit (LGU) for support during the test administration, e.g., transportation of test takers from remote areas.
 - (2) Coordinate and monitor the conduct of the ALS A&E Tests in the Division.
 - (3) Prepare a report on the conduct of the tests in the Division for submission to the BALS representative, copy furnished the Regional Office.
 - ◆ **District Supervisors shall:**
 - (1) Liaise with Local Government Unit (LGU) for support during the test administration, e.g., transportation.
 - ◆ **Principal/School Head as the Testing Center Administrator shall:**
 - (1) Provide streamers or posters announcing the schedule of the tests in strategic places.
 - (2) Make available the Master List of test takers per Testing Room the day before the tests.
 - (3) Provide one room for Test Booklet Distribution in the RTC.
 - (4) Provide a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information.
 - (5) Assist in safeguarding the confidentiality of the test materials.
 - (6) Assign the school security guard, janitor or one staff at the gate to ensure that only authorized personnel and test takers are allowed in the testing center premises on testing day.

Who will give the test?

- ◆ **Anyone assigned as the EXAMINER shall do the following:**
 - (1) **Before the Testing Day**
 - ☞ Attend the orientation on the ALS A&E Test Administration as Examiner two (2) days before the test.
 - ☞ Familiar himself/herself with the Examiner's Manual for the Test Administration before the day of the test.
 - ☞ Conduct ocular visit to the Testing Center the day before the test and check if there are only thirty (30) armchairs in each of the testing rooms.
 - ☞ Prepare the board work.
 - ☞ Post the NFE A&E Test For I – Master List of test takers on the door of the Testing Room.

(2) *On the Testing Day*

- ☞ Report to his/her assigned Testing Center to Receive the test materials from the Lead Examiner before 7:00 o'clock in the morning on the day of the test.
- ☞ Check the number of Test Booklets and Answer sheets received from the Lead Examiner before proceeding to the Testing Room.
- ☞ Check the identity of the test takers against the registration forms before allowing them to enter the testing room.
- ☞ Give preliminary instruction to the test takers before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration.
- ☞ Distribute systematically the test materials to the test takers in accordance with the Examiner's Manual for Test Administration.
- ☞ Check the progress of the test to find out if the test takers 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.
- ☞ Retrieve systematically the Test Booklets as well as the Answer Sheets after the test. Test takers shall not be allowed to stand, go around or leave the room while retrieval is being done.

(3) *After the Test*

- ☞ Return all the test Booklets, Answer Sheets, and Examiner's Manual for Test Administration to the Lead Examiner.
- ☞ Accomplish and submit the list of actual test takers to the Lead Examiner.
- ☞ Submit the original registration forms to the Division ALS Supervisor for safekeeping.

Who will assist the Examiner?

- ◆ **The Teacher assigned as a Roving Proctor (one for every five (5) testing rooms) shall:**
 - (1) Give assistance to the Examiners whenever necessary.
 - (2) Accompany the test takers to the restroom and/or clinic whenever necessary
- ◆ **The Janitor (one for every Ten (10) testing rooms) shall:**
 - (1) Arrange the testing room in accordance with the instruction of the Testing Center Administrator.
 - (2) Ensure that there are only thirty (30) armchairs inside a testing room.
 - (3) Extra armchairs shall be placed outside the room.
 - (4) Clean the toilets and rooms before and after the tests.
 - (5) Return the extra armchairs inside the testing room after the tests.
 - (6) Make sure that all rooms are well lighted and ventilated.
- ◆ **The Security Guard shall:**
 - (1) Secure the testing center before and on the day of the test.
 - (2) See to it that only the test takers and designated personnel with appropriate ID Cards are allowed in the premises of the Testing Center during the testing day.