



Office of the Secretary

JAN 09 2006

DepED MEMORANDUM
No. 8, s. 2006

ADMINISTRATION OF THE NATIONAL ASSESSMENT TEST FOR
FIRST YEAR HIGH SCHOOL STUDENTS IN PUBLIC SCHOOLS

To: Bureau and Regional Directors,
Schools Division Superintendents
Principals of Laboratory High Schools
in State Universities and Colleges
Public Schools Secondary School Principals

1. Pursuant to DepEd Order No. 27, s. 2005, the High School Bridge Program will continue to be an optional program. The National Assessment Test (NAT) for First Year High School shall be administered by the National Education Testing and Research Center (NETRC), with the assistance of the secondary school officials. Testing date shall be announced later.
2. The National Assessment Test for First Year aims to determine the competencies acquired by students under the Regular and Bridge Program. The Bridge program is an enrichment and developmental program in English, Science, and Mathematics for first year high school students which is implemented in all public secondary schools.
3. Consolidation of data on the first year high school students in the Bridge and Regular Programs in each of the secondary schools in the division shall be done by the Division Office and shall be submitted by the Schools Division Superintendents (SDS) to the NETRC on or before January 31, 2006 for the latter's reference in the allocation of test materials.
4. Assignment of room examiners shall be done by the SDS. Room examiners are high school teachers coming from another school within the division.
5. Other pertinent guidelines on the assignment of examiners, delivery and retrieval of test materials, and administration of the test, are stated in the Enclosure.
6. Immediate and wide dissemination of this Memorandum is enjoined.

FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.:

As stated

Reference:

DepED Order No. 27, s. 2005

Allotment: 1—(D.O. 50-97)

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

PROGRAMS
STUDENTS
TESTS

(Enclosure to DepED Memorandum No. 8, s. 2006)

Guidelines in the Administration of the 2006 National Assessment
Test for First Year High School Students

The following guidelines in the administration of the National Assessment Test for First Year high school students in School Year 2005-2006 are hereby enumerated for the guidance of all concerned.

1. Testing Personnel in the School

- 1.1. Personnel to be involved in the implementation of the First Year High School National Assessment 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 ten testing rooms. If there are less than ten 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 come from another secondary school within the Division.

2. Functions/Responsibilities of Testing Personnel

- 2.1. The Schools Division Superintendent shall:
 - 2.1.1. oversee the implementation of the testing program in the division;
 - 2.1.2. provide the National Education Testing and Research Center (NETRC) a list of schools and the number of First Year enrollees in the Bridge and Regular Program;
 - 2.1.3. receive from and deliver to the NETRC all the test materials through its authorized courier/ forwarders;
 - 2.1.4. assign division supervisor in the testing center in the remote areas to oversee the test administration; and
 - 2.1.5. identify secondary schools to exchange room examiners.

2.2. The Division Testing Coordinator shall:

- 2.2.1. coordinate with the NETRC activities such as: submission of report on number of examinees in the Bridge and Regular Program per school; delivery and retrieval of test materials, orientation conference and test administration in the division level;
- 2.2.2. attend national orientation seminar-workshops and/or conference on the administration of the national test;
- 2.2.3. conduct an echo division orientation conference to school heads who will act as chief examiners; and
- 2.2.4. perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project.

2.3. The Chief Examiner shall:

- 2.3.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
- 2.3.2. group the examinees as follows:
 - Group A – Students in the Bridge Program
 - Students in the Regular Program to be grouped as
 - Group B – Students with HSRT percentage score of 30 and above
 - Group C – Students with HSRT percentage score below 30
 - Group D – Students who were in the Bridge Program in SY 2004 – 2005
- 2.3.3. inform the examinees to bring their pencils and snacks on examination day;
- 2.3.4. receive and acknowledge receipt of the test materials from the Division Office;
- 2.3.5. orient Room Examiners on how to administer the test;
- 2.3.6. distribute to and retrieve from the Room Examiners the test materials;
- 2.3.7. monitor and supervise the administration of the test; and
- 2.3.8. secure the test materials before and after the testing period.

2.4. The Room Supervisor shall:

- 2.4.1. monitor and supervise the conduct of the test in the rooms assigned to her/him; and
- 2.4.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test.

2.5. The Room Examiner shall:

- 2.5.1. receive the test booklet (TB) and answer sheets (AS) from the Chief Examiner;

- 2.5.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
- 2.5.3. prepare the board work showing a replica of the AS;
- 2.5.4. give instructions to the examinees before distributing the TBs and ASs;
- 2.5.5. distribute the TBs and ASs to the examinees;
- 2.5.6. administer the test according to the Examiner's Handbook;
- 2.5.7. retrieve the TBs and AS simultaneously; and
- 2.5.8. return the TBs and ASs to the Chief Examiner.

3. Testing Center and Testing Room

- 3.1 Every public high school shall be a testing center.
- 3.2 Rooms where the first year students occupy shall be the testing rooms.
- 3.3 Thirty students shall be tested in one room.

4. Report/Forms to be Accomplished

- 4.1. 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, either from the Bridge Program or from the First Year Regular Program. Unused Answer Sheets shall be placed in the envelope to be accomplished by the Chief Examiner.

5. Test Materials

- 5.1. Test Booklets (TBs). There are two types of TBs. One TB for those in the Regular Program contains Part I Aptitude and Part II Achievement. The other TB for those in the Bridge Program contains Part I Aptitude only. Part I Aptitude contains test items in three subject areas while Part II Achievement contains the test items in five subject areas.
- 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. There will be one testing session for both the Bridge and First Year Regular Program.
- 6.2. The test shall start not later than 7:30 o'clock in the morning. There will be a 15 minute break after the Part I test of those in the Regular Program.

7. Delivery of Test Materials

- 7.1. An authorized courier/forwarder shall deliver the test materials to the Division Office.
- 7.2. Test materials for the schools shall be delivered by the Division Office.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.
- 7.6. All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination. Any discrepancy noted must be properly documented by the Chief Examiner.

8. Retrieval of Test Materials

- 8.1. All test materials received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 8.2. 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.
- 8.3. Test materials shall be retrieved from the secondary schools by the Division Office.
- 8.4. The courier/forwarder who delivered the test materials is the same courier/forwarder to retrieve the test booklets only from the Division Office.
- 8.5. Retrieval of Answer Sheets shall be done by the NETRC representative and should be given top priority by the Division Office.