

Office of the Secretary

JAN 09 2006


DepED MEMORANDUM

No: **9**, s. 2006

ADMINISTRATION OF THE ACHIEVEMENT TESTS FOR
GRADE SIX PUPILS AND FOURTH YEAR HIGH SCHOOL STUDENTS IN
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads of Public Elementary Schools
Heads of Public Secondary Schools

1. Pursuant to DepEd Order No. 5 s. 2005, the Achievement Tests for Grade Six Pupils and Fourth Year High School Students shall be administered on March 7, 2006 and March 14, 2006, respectively. The National Education Testing and Research Center (NETRC), with the assistance of the elementary and high school officials, shall administer these tests;
2. The Achievement Tests for Grade Six Pupils and Fourth Year High School Students aim to determine what graduating pupils/students know and can do in five subject areas: English, Science, Mathematics, Filipino, and HEKASI/Araling Panlipunan. It also aims to monitor the performance of schools over time.
3. Government Assistance to Students and Teachers in Private Education (GASTPE) scholars in the division shall be given the Achievement Test for Fourth Year. The GASTPE scholars will take the test at a public high school near the school he is enrolled in.
4. Consolidation of data on the grade six and fourth year high school enrollment in each of the schools in the division, including the GASTPE scholars, 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.
5. Assignment of room examiners shall be done by the SDS. Room examiners are elementary teachers coming from another school district within the division. Room examiners for the secondary test are first year high school teachers coming from another school within the division.
6. Other pertinent guidelines on the assignment of examiners, delivery and retrieval of test materials, and administration of the test, are stated in the Enclosure.
7. Immediate and wide dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-In-Charge

Encl.:
As stated

Reference:
DepED Order No. 5, s. 2005

Allotment: 1—(D.O. 50-97)

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

PUPILS
STUDENTS
TESTS

Guidelines in the Implementation of the National Elementary Achievement Test and National Secondary Achievement Test in School Year 2005-2006

Guidelines in the implementation of the National Elementary Achievement Test and National Secondary Achievement Test in school year 2005-2006 are hereby enumerated for the guidance of all concerned.

1. Implementing Officials

- 1.1. The implementation of the National Elementary Achievement Test and National Secondary Achievement Test to graduating pupils/students in the elementary and secondary schools shall be undertaken by officials in three levels: Division, District, and School.
- 1.2. In the division level, the Schools Division Superintendent, the Education Supervisor designated as Division Testing Coordinator, and the Education Supervisor for Private Schools shall act as the Division Implementing and Coordinating Officials.
- 1.3. In the district level, the District Supervisor shall act as the coordinator between the division office and elementary schools under his supervision.
- 1.4. In the school level, the School Principal, Assistant School Principal, or Head Teacher shall act as Chief Examiner; the Department Head/s, Guidance Counselor/s, as Room Supervisor/s; and the Classroom Teacher/s as Room Examiner/s.

2. Functions and Responsibilities

- 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 enrollees in the grade/year levels to be tested;
 - 2.1.3. provide the NETRC the number of GASTPE scholars in the division to be given the Achievement Test for Fourth Year;
 - 2.1.4. receive from and deliver to the NETRC all the test materials through its authorized courier/ forwarders;
 - 2.1.5. assign division supervisor in the testing center in the remote areas to oversee the test administration; and
 - 2.1.6. identify elementary or 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 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 District Supervisor shall:

- 2.3.1. oversee the implementation of the project in the elementary schools;
- 2.3.2. serve as the coordinator between the division office and elementary schools under his/her supervision;
- 2.3.3. submit to the division office the list of schools and number of pupils to be tested; and
- 2.3.4. help facilitate the delivery to and retrieval from the schools all test materials.

2.4. The Chief Examiner shall:

- 2.4.1. designate the Room Supervisor to supervise the administration of the test in five testing rooms. If there are less than five testing rooms in one testing center the Chief Examiner shall act as the Room Supervisor. If there are no personnel with designations enumerated in Section 1.4. as Room Supervisor, this function should be assigned to a member/members of the teaching staff who has/have the highest number of years experience in national standardized testing;
- 2.4.2. designate the Room Examiners from among those in his/her school to act as Room Examiners of another school;
- 2.4.3. exchange assignment of Room Examiners of elementary schools from another district or secondary schools within the division, provided that transportation expenses of these Room Examiners are charged to local funds;
- 2.4.4. inform the examinees through their class adviser/s to bring their pencils, blank sheet of paper for computation in mathematics, and snacks on examination day however, bringing of snacks is optional, and lunch for fourth year high school students who will take the test for almost six hours.

- 2.4.5. assign testing rooms and post the list of examinees who will be tested in each room;
 - 2.4.6. orient Room Examiners on standard administration of the test;
 - 2.4.7. receive and acknowledge receipt of the test materials from the Division Office;
 - 2.4.8. secure the test materials under his/her custody before and after testing;
 - 2.4.9. distribute to and retrieve from the Room Examiners the test materials; and
 - 2.4.10. monitor and supervise the administration of the test in the testing center.
- 2.5. The Room Supervisor shall:
- 2.5.1. monitor and supervise the conduct of the test in the rooms assigned to her/him in the testing center; and
 - 2.5.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials.
- 2.6. The Room Examiner shall:
- 2.6.1. receive the test booklets (TBs) and answer sheets (ASs) from the Chief Examiner;
 - 2.6.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
 - 2.6.3. prepare the board work showing a replica of the AS;
 - 2.6.4. give the general directions to the examinees before distributing the TBs and ASs;
 - 2.6.5. distribute the TBs and ASs to the examinees;
 - 2.6.6. administer the test according to the Examiner's Handbook;
 - 2.6.7. retrieve from the examinees the TBs and ASs simultaneously; and
 - 2.6.8. return the TBs and ASs to the Chief Examiner.

3. Testing Center, Testing Rooms, and Testing Session

- 3.1. Testing centers shall be the public schools where the pupils/students are enrolled.
- 3.2. Whenever possible, testing rooms in the testing center should be located in one building or in adjacent buildings to facilitate the distribution and retrieval of test materials and the monitoring of test administration.

- 3.3. There shall be thirty students in one testing room.
- 3.4. Testing session shall start not later than 7:30 in the morning.

4. Test Materials

- 4.1. Test Booklets (TB). A test booklet contains the test items in five subjects: English, science, mathematics, Filipino and HEKASI/araling panlipunan. Test items per subject always start with Number 1.
- 4.2. Answer Sheets (AS). The AS is scannable and can be scanned only if pencil is used to blacken/shade the bubbles/circles.
- 4.3. Pencil. Only lead pencil is used to blacken/shade the bubbles/circles in the AS. This is to be provided by each examinee.
- 4.4. Examiner's Handbook. This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, forms to be accomplished by each testing personnel, and reports to be submitted to specific testing personnel. It also includes the general instructions to be read verbatim by the Room Examiner.
- 4.5. TBs and ASs are packed in sealed plastic bags. Each pack has 30 ASs. 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.

5. Reports/Forms to Accomplish

- 5.1. 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. In the envelope accomplished by the Room Examiner, the forms to be placed therein are: *used Answer Sheets*, *NETRC Form 1 (List of Examinees)* and *Form 2 (Seat Plan)*, which are in one sheet printed back to back. In the envelope accomplished by the Chief Examiner reports to be placed therein are: *unused Answer Sheets of all rooms in the testing center*, *NETRC Form 3 (Test Materials Accounting Form)* and the *Chief Examiner's Narrative Report*.

6. Delivery of Test Materials

- 6.1. Test materials for the schools division shall be delivered to the Division Office by an authorized courier/forwarder.
- 6.2. Test materials for the elementary/secondary schools shall be delivered by the Division Office.
- 6.3. The Packing Guide and Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received. These should be checked against the actual number of boxes delivered and received. Any discrepancy should be documented.

- 6.4. Test materials delivered to the Division Office one week before the testing day should be deposited in a safe and well-secured place.
- 6.5. Test materials shall be delivered to elementary or secondary schools which are not easily accessible by land transportation not earlier than two days before testing day; for those which are accessible by land transportation delivery shall be done one day before the examination.
- 6.6. Boxes of test materials shall be opened in the testing centers on examination day in the presence of Room Examiners. Chief Examiners are advised not to tamper the labels and tear out the sides of boxes because these will be used for repacking the same test materials.
- 6.7. All test materials received by the division office or school shall be checked against the Delivery Receipt. Any discrepancy noted must be properly documented by the Chief Examiner.

7. Retrieval of Test Materials

- 7.1. All test materials shall be repacked in their original boxes immediately after the test and made available for retrieval by the Division Office. Before packing 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.
- 7.2. Test materials shall be retrieved from the schools by the Division Office.
- 7.3. Retrieval of Answer Sheets shall be given top priority by the Division Office. An NETRC representative shall pick up or retrieve these Answer Sheets.
- 7.4. The authorized forwarder/courier shall be notified as soon as Test Booklets are ready for pick up or retrieval.