



Republic of the Philippines
Department of Education



DEC 28 2007

DepED MEMORANDUM

No. 497, s. 2007

ADDENDUM TO DEPED ORDER NO. 15, S. 2007
(Administration of the English and Filipino Reading Tests to All Grade Three Pupils in Public Schools)

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

1. A National Achievement Test (NAT) for Grade Three shall be administered on March 4, 2008. This test shall replace the English and Filipino Reading Tests for Grade Three which was scheduled to be administered on the same date.
2. The Reading Tests in English and Filipino are incorporated in the NAT for Grade Three with the addition of English and Filipino Grammar, Science and Mathematics.
3. This test does not only assess the reading ability of Grade Three pupils but it also measures the competency and mastery level in English, Science and Mathematics.
4. Other pertinent guidelines on the assignment of examiners, delivery and retrieval of test materials, and administration of the test are stated in the enclosure.
5. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.: As stated
Reference: DepED Order: (No. 15, s. 2007)
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CHANGE

PUPILS

TESTS

Enclosure to DepED Memorandum No. 497, s. 2007

**Guidelines in the Implementation of
National Achievement Test (NAT) for Grade Three**

Guidelines in the implementation of NAT for Grade Three to be administered to Grade Three pupils in all public schools nationwide in school year 2007-2008 are hereby enumerated for the guidance of all concerned.

1. Implementing Officials

- 1.1. The implementation of the NAT in grade three shall be undertaken by officials in three levels: Division, District, and School.
- 1.2. In the division level, the Schools Division Superintendent and the Education Supervisor designated as Division Testing Coordinator 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/her supervision.
- 1.4. In the school level, the School Principal or Head Teacher shall act as Chief Examiner/School Testing Coordinator 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 level to be tested;
 - 2.1.3. receive from and deliver to the NETRC all the test materials through its authorized courier/forwarder;
 - 2.1.4. assign division supervisor in testing center in the remote areas to oversee the test administration; and
 - 2.1.5. identify elementary schools from different school districts to exchange room examiners who are Grade 4, 5 or 6 teachers.

- 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 to and retrieval from the districts of test materials and division orientation conference;
 - 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 district supervisors or officers in charge of a district; 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 within his/her district;
 - 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;
 - 2.3.4. help facilitate the delivery to and retrieval from the schools all test materials; and
 - 2.3.5. conduct a district orientation conference for all school principals and head teachers in the district.
- 2.4. The Chief Examiner shall:
- 2.4.1. designate the School Testing Coordinator;
 - 2.4.2. 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;
 - 2.4.3. designate the Room Examiners from among those in his/her school who are Grade 4, 5 or 6 teachers to act as Room Examiners of other elementary schools;
 - 2.4.4. as identified by the Schools Division Superintendent, exchange assignment of Room Examiners with those from other school district, provided that transportation expenses of these Room Examiners are charged to local funds; and
 - 2.4.5. monitor and supervise the administration of the test in his/her school, and fill up the NETRC Form 4, the Chief Examiner's Report Form.

2.5 The School Testing Coordinator shall:

- 2.5.1 attend the orientation at the district level;
- 2.5.2 inform the examinees through their class adviser/s to bring their pencils, to know their latest grades in English, Filipino, Science, and Mathematics, and to bring blank sheet of paper for computation in Mathematics;
- 2.5.3 assign testing rooms and post the list of examinees who will be tested in each room;
- 2.5.4 together with the Chief Examiner, orient Room Examiners on standard administration of the test;
- 2.5.5 receive and acknowledge receipt of the test materials from the District Office;
- 2.5.6 secure the test materials under his/her custody before and after testing;
- 2.5.7 distribute to and retrieve from the Room Examiners the test materials;
- 2.5.8 write the name of the school on the space provided for examinee name and shade the corresponding letters in each box, shade the school ID information, and write the actual number of examinees in the space provided for in the Scannable Answer Sheet, used as SCHOOL HEADER; and
- 2.5.9 fill up the NETRC Form 5, Test Booklet Quantity and Completeness Verification Sheet

2.6 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 STC 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) from the STC;
- 2.6.2. account for the TBs he/she receives before proceeding to his/her room assignment;
- 2.6.3. prepare the board work showing the parts of the test, item numbers, time limit, time started and time to end;
- 2.6.4. assist the examinees in accomplishing the name grid and other personal information in the scannable AS;
- 2.6.5. give the general directions to the examinees before distributing the TBs;
- 2.6.6. distribute the TBs to the examinees;
- 2.6.7. administer the test following strictly the Examiner's Handbook;
- 2.6.8. retrieve from the examinees the TBs/ASs; and
- 2.6.9. return the TBs/ASs to the STC.

3. Testing Center, Testing Rooms, and Testing Session

- 3.1. Testing centers shall be the public schools where the pupils 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 twenty pupils in one testing room.
- 3.4. Testing session shall start not later than 8:00 o'clock in the morning.
- 3.5. Test materials are good for two testing sessions.

4. Test Materials

- 4.1. Test Booklet (TB). A test booklet contains multiple choice test items in Reading English and Filipino, Grammar English and Filipino, Science, and Mathematics.
- 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 scannable 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 are packed in sealed plastic bags with 20 in each pack. The packs of ASs are 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 ASs, 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 ASs of all rooms in the testing center, NETRC Form 3 (Test Materials Accounting Form), the NETRC Form 4 (Chief Examiner's Report), and the School ID Header.*

6. Delivery of Test Materials

- 6.1. Test materials for the division shall be delivered to the Division Office by an authorized courier/forwarder.

- 6.2. Test materials for the district shall be delivered by the Division Office to the District Office.
- 6.3. Test materials for the schools in the district shall be delivered by the District Office to the elementary schools.
- 6.4. 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 and received. These should be checked against the actual number of boxes delivered and received. Any discrepancy should be documented.
- 6.5. Test materials delivered to the Division Office one week before the testing day should be deposited in a safe and well-secured place.
- 6.6. Test materials shall be delivered to elementary 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.
- 6.7. 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.
- 6.8. 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 District Office together with the NETRC Form 5, Test Booklet Quantity and Completeness Verification Sheet. This form should be inserted in box number 1 on top of the TBs, signed by the STC and attested by the Chief Examiner. The test materials retrieved by the District Office shall be retrieved by the Division Office.
- 7.3. The authorized forwarder/courier shall be notified as soon as Test Booklets are ready for pick up or retrieval.