

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Drive, Pasig, Manila

May 20, 1993

DECS ORDER No. 30, s. 1993

**REQUIRING NATIONAL ELEMENTARY ACHIEVEMENT TESTS FOR  
ALL GRADE VI ELEMENTARY PUPILS**

To: Bureau Directors, Regional Directors, Schools Superintendents  
Heads of State Colleges and Universities  
Heads of Private Schools, Colleges and Universities

1. In line with the thrust of this Department to improve the quality of elementary education and in the process to provide a basis for measuring such improvement, a National Elementary Achievement Test (or NEAT) for all Grade VI pupils in all public and private elementary schools will henceforth be administered from 8:30 to 12:00 o'clock in the morning of Tuesday, August 31, 1993. The NEAT examinations will be administered without charge to all pupils, whether in public or private schools.

2. The NEAT will consist of a battery of achievement tests of the multiple choice type which will cover the four areas of (1) English, (2) Mathematics, (3) Science and (4) Heograpiya/ Kasaysayan/ Sibika, each component test lasting 40 minutes. Taking the NEAT will be a requirement for graduation; however, a low NEAT score by itself will not necessarily prevent a pupil from graduating, since it will only form part of the general average of each pupil with the weight of one academic subject transmuted into percentage. The grade in the NEAT will be the last entry in the listing of subjects in the Forms 137-E and 138-E of Grade VI pupils, and for this reason the results of these tests will be made available before the end of the school year to all schools. For private elementary schools offering Grade VII, the NEAT will be given to Grade VI pupils, in order to compare similar classes. Grade VII pupils in private schools will not be required to take the NEAT, either in SY 1993-94 or in later years.

3. The NEAT will also serve to determine the rate of improvement in elementary education, with respect to the individual schools. The construction of the NEAT will be similar to the National Achievement Tests previously given on a regional pilot basis, in order to provide continuity over time. The National Educational Testing and Research Center (NETRC), in cooperation with the Bureau of Elementary Education (BEE) and the Regional Offices, shall undertake the NEAT design, implementation and assessment.

4. All bureaus, centers, regional and division offices of this Department and other government agencies shall assist in this undertaking. All regional directors shall take charge of the effective and efficient administration of the NEAT.

5. The guidelines and other details of the aforementioned tests are provided in the enclosure.

  
ARMAND V. FABELLA  
Secretary

Incls.:

As stated

References:

N o n e

Allotment: 1-2-3-4--(M.O. 1-87)

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

- ✓ Course of Study, ELEMENTARY
- ✓ SCHOOLS
- ✓ TESTS
- ✓ UNIVERSITIES & COLLEGES

## GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL ELEMENTARY ACHIEVEMENT TEST (NEAT) FOR SIXTH GRADE PUPILS

The following guidelines have been designed for the smooth and effective administration of the NEAT.

### A. Over-all Management and Supervision

1. **Regional Level.** The over-all management and supervision of the NEAT in the Regional Level shall be done by :

1.1. The Regional Director shall be responsible to the Secretary for the systematic and effective administration of the NEAT in the region. He shall likewise (1) adopt appropriate measures necessary to insure the smooth conduct of the test; and (b) designate the Chief of the Elementary Education Division as Regional Testing Coordinator.

1.2. On the other hand the Chief of Elementary Education Division in her capacity as Regional Testing Coordinator shall: (1) be responsible for the consolidation of data and reports submitted by school divisions and furnish a copy of the same to the NETRC as deemed necessary ; and (2) serve as liaison between the NETRC and school divisions relative to the administration of the test.

2. **Division Level.** The Schools Division Superintendent (SDS) shall organize and chair a Division Examination Committee (DEXCOM) to oversee the smooth and efficient administration of the NEAT. This committee shall be composed of (1) the Assistant Superintendent for Elementary Education ; (2) the Provincial PNP Superintendent; (3) a representative of the private school sector; and (4) a representative of state colleges and universities, if there is any in the division.

### B. Functions/Responsibilities of Personnel Involved

To ensure the smooth implementation and administration of the NEAT, efficient, synchronized and well-coordinated efforts of the personnel involved shall be required.

1. The Schools Division Superintendent, who is also the Chairman, shall (1) be responsible for the smooth conduct of the test in the division; (2) define the responsibilities of the DEXCOM members; (3) designate the Assistant School Division Superintendent for the elementary as the Division Testing Coordinator or, in the absence of one, another DECS personnel of his confidence shall be designated; (4) coordinate with the Provincial PNP Superintendent relative to the security of test materials and smooth conduct of testing activities; (5) designate the examination centers in the division; (6) keeping in mind the principle that no faculty or non-teaching personnel of any school should participate in the actual conduct of the NEAT in that school, assign the necessary Chief Examiners, Room Supervisors and Room Examiners, keeping in mind that Chief Examiners and Room Supervisors shall come from the promotional/supervisory staff while Room Examiners for public school examinees shall be private school teachers and room examiners for private school examinees shall come from public school teachers; and (7) designate additional examiners from the public schools of another district to be supervised by responsible private officials in cases where the number of private school teachers will not be enough.

2. The Assistant Superintendent for Elementary Education of the Regional Office shall: (1) act as the Division Testing Coordinator (DTC); (2) consolidate district reports on the number of examinees for immediate dispatch to the NETRC not later than June 30, 1993; (3) inform the school heads

that their schools are included in the list of testing centers before the same is officially released; (4) assign examination rooms in each testing center; (5) receive and distribute forms; (6) distribute test materials to Chief Examiners on schedule; (7) check the number of test materials before retrieving the same from Chief Examiners for submission to the SDS for storage until the materials shall have been retrieved by an NETRC representative; (8) prepare post examination reports and forward the same to offices concerned; and (9) prepare other reports and furnish offices concerned as required;

3. The Provincial PNP Superintendent, upon proper representation of the DECS Division Office, shall enlist the assistance of all local PNP units in the division to ensure security of test materials and smooth conduct of the test.

4. The Representatives of Private and Chartered State Schools shall assume responsibility for the effective and systematic conduct of the test in the schools they are assigned to monitor and supervise on examination day.

5. The Chief Examiner shall: (1) coordinate with the head of the school where he is assigned in the preparation of examination rooms at least three days before the examination day; (2) receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o'clock A.M. on examination day; (3) check the number of the test materials returned by the Room Examiners after the test; (4) check reports of examiners and consolidate the same as required; and (5) prepare his reports and accomplish the forms contained in the Chief Examiner Transmittal Report Envelope (CETRE).

6. The Room Supervisor shall: (1) monitor and supervise the conduct of the test in at least six (6) rooms; (2) assist the Chief Examiner in the distribution and retrieval of test materials at the testing center before and after the test; (3) collect unused test booklets from the Room Examiners for deposit to the Chief Examiner during the test; return the same to the Room Examiners just after the test for checking purposes; (4) serve as liaison between Room Examiners under his supervision and the Chief Examiner on problems arising while the test is in progress; and (5) assist the Chief Examiner in the checking of retrieved materials after examination, and in the accomplishment of reports.

7. The Room Examiner shall: (1) be in his assigned examination center to receive the test materials from the Chief Examiner not later than 7:00 A.M. on examination day; (2) check the number of the test materials he received before proceeding to his assigned room; (3) prepare boardwork; (4) ascertain identity of individual examinees through the Form 1 (List of Examinees) before letting them in the room; (5) distribute the test materials individually to the examinees and administer the test strictly in accordance with the Examiner's Handbook; (6) retrieve individually the test materials after the examination before dismissing the examinees; (7) return the test materials to the Chief Examiner; and (7) prepare his reports and the Examiner's Transmittal Report Envelope (ETRE) and submit the same to the Chief Examiner.

### C. Forms To Be Accomplished

For purposes of accuracy and proper documentation of data relative to the pre and post test activities, the following shall be accomplished and submitted :

#### 1. NEAT Forms:-

- 1.1 Form 1 - List of examinees by school (3 copies);
- 1.2 Form 2 - List of examination centers (4 copies);
- 1.3 Form 3 - Test Materials Accounting Form (4 copies); and
- 1.4 Form 4 - List of examinees per room in each testing center (4 copies)

#### 2. Envelopes

2.1 Examiner's Transmittal Report Envelope (ETRE) - This shall contain the following :

- a. Used Answer Sheets, consecutively arranged according to serial numbers; and
- b. the Room Examiner's Copy of NEAT Form 4 bearing the Answer Sheet Number of each examinee indicated in the appropriate column.

2.2 Chief Examiner's Transmittal Report Envelope (CETRE) - This shall contain the following

- a. Unused answer sheets returned by the Room Examiners;
- b. Test Materials Accounting Form (NEAT Form 3);
- c. Report on the actual number of examinees in his designated testing center; and
- d. Evaluation Report

#### D. Pre-Test Administration Activities

Prior to the test proper activities, the following procedures shall be strictly observed :

##### 1. Preparation of the Master List of Examinees

1.1. A complete list of examinees (NEAT Form 1) by sex (males followed by females) based on actual enrollment per school shall be prepared in three (3) copies by the school principal/head teacher for submission to the Division Office through the District Supervisor/Principal-In-Charge of the District not later than June 25, 1993.

1.2. Based on the forms submitted, the DTC shall assign 40 examinees in a room with its corresponding room number per testing center. He shall likewise return one (1) copy each of NEAT Form 1 to the school principal/head teacher (for proper information and guidance of the examinees and the Regional Office). The last copy shall be kept by the DEXCOM Chairman as Division file.

##### 2. Designation of Testing Centers

The Schools Division Superintendent shall designate upon recommendation of the DTC, testing centers based on the number of examinees in the area, taking into consideration the testing centers used in the 1991 National Achievement Test (NAT) for Grade VI pupils in public and private schools.

2.1. The DTC shall prepare the list of examination centers (NEAT Form 2) in four (4) copies to be distributed as follows: one (1) copy to be furnished the Regional Office; one (1) copy for the DEXCOM and the remaining two copies shall be sent directly to the NETRC-DECS, Mabini Building, UL Complex, Meralco Avenue, Pasig, Metro Manila, not later than June 30, 1993.

##### 3. Assignment of Examinees to Testing Centers

3.1. Examinees from a particular school shall be assigned to only one testing center. Those whose school has not been designated as a testing center shall be assigned to the testing center most accessible to them. The list of examinees per room (NEAT Form 4) shall be prepared by the DTC in four (4) copies to be allocated as follows: one (1) copy to be furnished the Regional Office; one (1) copy for the DEXCOM and the remaining two copies shall be handed over to the Chief Examiner one day before examination day.

3.2. One of the Chief Examiner's copies shall be posted at the door of the examination room the day before examination for the information and guidance of the examinees early the following morning. The other copy shall be given to the Room Examiner where he shall indicate the examinee numbers of the examinees.

## E. Post-Test Administration Activities

### **1. Packing of Test Booklets (TBs)**

- 1.1. The test is in booklet form, with each having a 7-digit serial number.
- 1.2. The test booklets (TB) are packed in 40s and 5s according to their serial numbers and are sealed in plastic bags together with a small sheet of paper indicating the serial numbers of the TBs and the sequence number of the pack.
- 1.3. The plastic bags are bundled by testing centers and placed in crates or cartons. In instances when test materials for two (2) or more testing centers are placed in one crate, each carton/bundle is properly labeled, numbered and strapped in plastic and metal bands.

For examination centers with more than one (1) crate/carton, the answer sheets are placed inside the last crate/carton.

### **2. Packing of Answer Sheets (ASs)**

- 2.1. The Answer Sheets are computer-printed, each with a 7-digit number. The serial numbers of the Answer Sheet shall tally with the serial number of the Test Booklet. In case of a defective TB or AS, both shall be changed with a new set from the buffer pack.
- 2.2. The ASs are likewise sealed in plastic bags of 40s and 5s with a batch slip also indicating the inclusive serial numbers of the ASs and the sequence number of the pack to facilitate matching and distribution of TBs and ASs.
- 2.3. The plastic bags containing the ASs are bundled by testing centers and placed inside the crates or cartons containing the test booklets. For testing centers with more than one crate or carton, the ASs and other forms are placed inside the last crate/carton.

## F. Distribution and Retrieval of Test Materials

The distribution and the retrieval of test materials require utmost care, diligence, and vigilance on the part of the Regional Office, DEXCOM members, Chief Examiners, Room Supervisors and Room Examiners to insure the confidentiality of the test materials and the integrity of the test.

### **1. Distribution Phase**

- 1.1. The NETRC shall deliver the test materials in crates or cartons to the Regional Directors or School Superintendents as the case may be. In case the materials are directly consigned to the provincial distribution center, the Regional Director shall delegate the Schools Division Superintendent concerned to receive and secure the materials. The packing guide that goes with the test materials shall be the reference in determining the allocations per testing centers.
- 1.2. After the test materials have been received by the DEXCOM Chairman or his duly authorized representative, these shall be deposited at the Provincial headquarters for storage and the security in coordination with the local PNP, AFP or NICA offices.
- 1.3. The DEXCOM Chairman and/or the DTC shall get the test materials from the local PNP, AFP or NICA station for distribution to the different testing centers on examination day. The number of cartons or crates shall be verified against the delivery forms and packing guides in the presence of

the DEXCOM members before the materials shall have been ready for delivery.

1.4. The DEXCOM Chairman and/or the DTC shall devise a scheme for the distribution of the test materials to the different testing centers observing strict security measures. In case a testing center is far from the DEXCOM distribution center, the DEXCOM Chairman shall exercise his sound discretion as to when to turn over the test materials to the Chief Examiner concerned.

1.5. The Chief Examiner, assisted by the Room Supervisor, shall verify the correct number of the test materials received from the DEXCOM and match the serial numbers in the plastic bags of ASSs and TBs before distributing the same to the examiners.

1.6. In conformity with the procedure indicated in the Examiner's Handbook, the plastic bags containing the TBs and ASSs shall be opened at the examination room in the presence of the examinees.

1.7. The Room Supervisor shall collect and turn over to the Chief Examiner unused TBs and ASSs from the different Room Examiners after the test shall have started and likewise to be returned to the RE after the examination.

## 2. Retrieval Phase

2.1. After the examination, the Examiner shall collect individually the test materials before he dismisses the examinees; he shall arrange the used and the unused test booklets consecutively by serial number before returning them into the plastic bags for submission to the Chief Examiner.

2.2. The plastic bags shall be stapled/sealed in the presence of the Chief Examiner after the TBs have been accounted for. The contents of the ETRE and the data entries on the said envelope shall also be verified by the Chief Examiner with the assistance of the Room Examiner before the envelope is sealed with an NETRC-DECS paper seal. The Examiner shall sign across the seal extending to the envelope at least three times.

2.3. The following shall be submitted by the Room Examiner to the Chief Examiner: (a) Test Booklets; and (b) ETREs with the contents specified on the envelope itself.

2.4. The following shall be submitted by the Chief Examiner to the DTC: (a) Plastic bags containing used and unused test booklets; (b) ETREs; (c) CETREs; and (d) Examiner's Handbooks and DEXCOM copies of NEAT Form 4.

2.5. The DEXCOM Chairman and the members shall supervise the sorting of the test materials and see to it that the plastic bags of test booklets are properly packed in crates or cartons. The ETREs and CETREs shall be packed in separate cartons, securely bundled and properly labeled, before placing them inside the crates or cartons.

2.6. The crates or cartons shall then be delivered to the Regional or Division distribution center for retrieval by personnel of the NETRC.

### Orientation Seminar

A national/regional orientation/seminar will be held a month prior to the date of the examination upon issuance of a separate DECS Memorandum to this effect.