

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


June 16, 1994

DECS Order No. 37, s. 1994

**1994 NATIONAL ELEMENTARY ASSESSMENT 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. **Date of the 1994 NEAT.** The annual National Elementary Assessment Test or NEAT for all Grade VI pupils in all public and private elementary schools will be administered from 8:30 to 12:00 o'clock in the morning of Tuesday, August 30, 1994. Henceforth, until further notice the National Elementary Assessment Test (which was called the National Elementary Achievement Test last year) will be given every year on the 13th Tuesday following the beginning of the school year.
2. **Components of the NEAT.** As before, the NEAT will consist of a battery of achievement tests of the multiple choice type which will cover the four areas of (1) English, with 30 per cent weight, (2) Mathematics with 30 per cent, (3) Science with 30 per cent, and (4) Heograpiya/ Kasaysayan/ Sibika with 10 per cent. Each component test will last 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 a 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 again be made available before the end of the school year to all schools. For private elementary schools offering Grade VII, the NEAT will again be given to its Grade VI pupils.
3. **Implementing entities.** 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. 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. The NEAT will be without charge to the pupils, and funding for the NEAT will come from the allotments of DECS Regional Offices. Note that the NEAT will also serve to determine the rate of improvement in elementary education, with respect to the individual schools.
4. **NSAT.** A new similar test for high school seniors, the National Secondary Assessment Test or NSAT, is scheduled to be given three days later, on Friday, September 2, 1994, and will be the subject of a separate DECS issuance. The NSAT replaces the abolished NCEE, but unlike the NCEE, passing the new NSAT will not be a prerequisite to entrance to college.
5. **Guidelines.** The guidelines for conducting the NEAT and other details of the aforementioned tests are provided in the enclosure.


ARMAND V. FABELLA
Secretary

Reference: DECS Order: No. 30, s. 1993

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

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

Course of Study, ELEMENTARY ✓
PUPILS ✓
SCHOOLS ✓
TESTS ✓

GUIDELINES ON THE ADMINISTRATION OF THE 1994 NATIONAL ELEMENTARY ASSESSMENT TEST (NEAT) FOR SIXTH GRADE PUPILS

1. The following guidelines have been designed for the smooth and effective administration of the NEAT. They are by and large identical to the Guidelines last year, except where noted.

A. Over-all Management and Supervision

2. **Regional Level.** The over-all management and supervision of the NEAT in the Regional Level shall be as follows:

(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 (a) 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.

(2) On the other hand the Chief of Elementary Education Division in her capacity as Regional Testing Coordinator shall (a) 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 (b) serve as liaison between the NETRC and school divisions relative to the administration of the test.

3. **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, as member.

B. Functions/Responsibilities of Personnel Involved

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

5. 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) assign the necessary Chief Examiners, Room Supervisors and Room Examiners, 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, and keeping further 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.

6. The **Assistant Superintendent for Elementary Education** 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, 1994 (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

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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.

7. 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.

8. 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.

9. 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).

10. 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.

11. 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

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

13. NEAT Forms -

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

14. Envelopes

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

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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) 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

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

16. Preparation of the Master List of Examinees

A complete list of examinees (NEAT Form 1) by sex (males followed by females) based on actual enrollment per school shall be prepared in two (2) 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 27, 1994.

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.

17. 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 NEAT testing centers used last year in public and private schools. Due care shall be taken to avoid previously designated testing centers where irregularities appear to have occurred last year.

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, 1994.

18. Assignment of Examinees to Testing Centers

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 NETRC; one (1) copy for the DEXCOM and the remaining two copies shall be handed over to the Chief Examiner one day before examination day.

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

19. Packing of Test Booklets

- (1) The test is in booklet form, with each having a 6-digit serial number.
- (2) The Test Booklets 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 Test Booklets and the sequence number of the pack.
- (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.

20. Packing of Answer Sheets (ASs)

- (1) The Answer Sheets are computer-printed, each with a 7-digit number. In case of a defective Test Booklet or Answer Sheet, such shall be changed with a new one from the buffer pack.
- (2) The Answer Sheets are likewise sealed in plastic bags of 40s and 5s with a batch slip also indicating the inclusive serial numbers of the Answer Sheets and the sequence number of the pack to facilitate matching and distribution of Test Booklets and Answer Sheets.
- (3) The plastic bags containing the Answer Sheets 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 Answer Sheets and other forms are placed inside the last crate/carton.

F. Distribution and Retrieval of Test Materials

21. 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.

22. Distribution Phase

(1) The NETRC shall deliver the test materials in crates or cartons to the Regional Office or the Division Office as the case may be. In case the materials are directly consigned to the Division Office, the Regional Director shall authorize 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.

(2) After the test materials have been received by the DEXCOM Chairman or his duly authorized representative, these shall be deposited at the PNP Provincial Headquarters for storage and security of the materials. In this regard, coordination by the DexCom with the local PNP, AFP and/or NICA offices is necessary to obtain support of such offices in maintaining the security and integrity of the test materials.

(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 are brought out.

(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