

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

June 17, 1994

DECS Order No. 38, s. 1994

**1994 NATIONAL SECONDARY ASSESSMENT TEST (NSAT)  
FOR ALL FOURTH YEAR HIGH SCHOOL STUDENTS**


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 NSAT.** A new National Secondary Assessment Test or NSAT will be administered to all public and private fourth year high school students from 7:30 o'clock in the morning to 12:15 o'clock in the afternoon on Friday, September 2, 1994. Henceforth, the NSAT will be given on the 13th Friday after the beginning of the school year, or three days after the companion NEAT. The NSAT replaces the NCEE, earlier abolished under R. A. No. 7731 last June 2, 1994, since an evaluation of the academic performance of each school remains of paramount importance. Unlike the NCEE, passing the NSAT will not be a requirement for admission to tertiary degree programs, nor will there be an overall NSAT grade. Nevertheless, all graduating high school seniors must take the NSAT. There will be no charge for taking the NSAT.

2. **Components and weights of NSAT.** The NSAT shall have both aptitude and achievement components. The NSAT shall cover English and Filipino proficiencies (Verbal Ability), Mathematics (Quantitative Ability), Vocational Aptitude (Abstract Reasoning), and Science and Technology. The results of the NSAT shall be transmuted into percentage grades and shall be given an equivalent of 1/5th of the general average of each subject area, i.e., 1/5 of English IV, 1/5th of Filipino IV, 1/5th of Mathematics IV, and 1/5th of Science IV. The scores will be made available to the individual schools before the end of the school year.

3. **Assignment of responsibilities.** The National Educational Testing and Research Center (NETRC), in cooperation with the Bureau of Secondary Education (BSE) and the Regional Offices, shall undertake the assessment activity. All bureaus, centers, regional and division offices of this Department and other cooperating government agencies shall assist in this undertaking. All regional directors shall take charge of the efficient administration of these assessment tests. Funding will come from the allotments of the DECS Regional Offices.

4. **Guidelines.** The guidelines and other details of the aforementioned tests are provided in the enclosures.

  
ARMAND V. FABELLA  
Secretary

Reference: DECS Order: No. 31, 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, SECONDARY  
EXAMINATIONS  
REPORTS

SCHOOLS  
STUDENTS

**GUIDELINES ON THE ADMINISTRATION OF THE  
NATIONAL SECONDARY ASSESSMENT TEST (NSAT)  
FOR FOURTH YEAR HIGH SCHOOL STUDENTS FOR 1994**

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

**I. Levels of Administration**

**2. Regional Level.** - The Regional Director shall be responsible to the Secretary for the systematic and effective administration of the NSAT in the region. In addition to this he shall likewise: (1) adopt appropriate measures necessary to insure the smooth conduct of the test; and (2) designate the Chief of the Secondary Education Division as Regional Testing Coordinator.

On the other hand the Chief of the Secondary 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 such consolidated reports/data to the NETRC as may be called for, and (2) serve as liaison between the NETRC and the school divisions relative to the administration of the test.

**3. Division Level.** - The Schools Division Superintendent (SDS) shall organize a committee known as the Division Examination Committee (DexCom), which he will chair, to oversee the smooth and efficient administration of the NSAT division wide. The membership of the DexCom shall include (1) the Assistant Superintendent for Secondary Education; (2) the Provincial PNP Superintendent; (3) a representative from the private school sector; and (4) a representative from state colleges and universities if there is any in the Division.

**II. Functions/Responsibilities of Personnel Involved**

**4. The Schools Division Superintendent (DexCom Chairman)** shall: (1) be responsible for the smooth conduct of the test in the division; (2) define the responsibilities of the members of the DexCom; (3) designate the Assistant Schools Division Superintendent for the Secondary as Division Testing Coordinator. 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 the smooth conduct of testing activities; (5) designate the examination centers in the division; (6) assign the Chief Examiners, the Room Supervisors and the Room Examiners, with the Chief Examiners and the Room Supervisors coming from the promotional/supervisory staff, while the Room Examiners for public school examinees shall be private school teachers and the room examiners for private school examinees shall come from the public school sector; (7) designate additional examiners from the public schools of another district to be supervised by responsible private school officials in cases where the number of private school teachers shall not be enough; and (8) act promptly and decisively on problems that may arise regarding the administration of the test.

**5. The Assistant Superintendent for Secondary Education** shall: (1) act as the Division Testing Coordinator (DTC) to monitor and supervise the test; (2) consolidate district reports on the number of examinees for immediate dispatch to the NETRC and not later than June 30, 1994; (3) coordinate with the heads of schools designated as testing centers prior to the official publication of the schools as such; (4) assign examination rooms of examinees and the respective examination centers; (5) prepare other reports and furnish offices concerned as required; (6) receive and distribute forms to personnel concerned; (7) distribute test materials to Chief Examiners on schedule; (8) check the number of test materials immediately after the examination before retrieving the same from the Chief Examiners



to be submitted to the SDS for storage until retrieval of the materials by an NETRC representative; and (9) prepare post examination reports and forward the same to offices concerned.

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

7. The **Representatives of the Private and Chartered State Schools** shall assume responsibility for the effective and systematic conduct of the test in the schools assigned to them for monitoring and supervision on examination day.

8. The **School Head (SH)** shall provide (1) thirty half-tablet or full-tablet school desks, board erasers, chalk each in an orderly testing room, (2) canteen service, (3) clean comfort rooms, (4) first aid service, (5) a directory of testing rooms on a standing board at the entrance of the school. He shall also ensure that only authorized personnel are allowed to enter the school compound on examination day.

9. The **Chief Examiner** shall: (1) monitor and supervise the conduct of the test in one testing center; (2) coordinate with the school head in the preparation of the rooms to be used at least three days before the examination day; (3) 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; (4) check the number of test materials returned by the room examiners after the test; (5) check/verify reports on examinees, and consolidate the same as necessary; and (6) prepare his report as well as those required in the Chief Examiner's Transmittal Envelope (CETRE).

10. The **Room Supervisor (RS)** shall: (1) monitor and supervise the conduct of the test in at least ten (10) rooms assigned to him; (2) assist the Chief Examiner receive the test materials from the DTC and distribute the same to the Room Examiners; (3) collect unused test booklets from the Room Examiners immediately after the test has started for deposit with the Chief Examiner during the test but to be returned to the former after the examination for accounting 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 accounting of retrieved materials after examination, and in the accomplishment of reports.

11. The **Room Examiner (REx)** 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 the board work; (4) ascertain identity of individual examinees through the Form I before letting them in the room; (5) give the preliminary instructions before distributing the test materials; (6) distribute the test materials, individually, to the examinees and administer the test strictly conforming with the instructions in the Examiner's Handbook; (7) retrieve, individually, the test materials, after the examination before dismissing the examinees; and (8) return the test materials to the Chief Examiner; (8) prepare the required reports and ETRE and submit them to the Chief Examiner.

### III. NSAT Forms

12. The following Forms are used for the NSAT examination:

- (1) Form 1 - List of examinees (2 copies)
- (2) Form 2 - List of Examination Centers (4 copies)
- (3) Form 3 - Test Materials Accounting Form (4 copies)
- (4) Form 4 - List of Examinees per room in each testing center (4 copies)

13. **The Seat Plan.** The Seat Plan is to be placed in the Examiner's Transmittal Report (ETRE). In accomplishing this form, the Room Examiner (REx) shall:

(1) Write on the upper right hand corner of the Seat Plan the Batch Number taken from the pack of answer sheets. Other information called for shall likewise be filled in the form.

(2) Pass around the Seat Plan for each examinee to write his full name, the Test Booklet Number, and the Answer Sheet Number. The Answer Sheet Number shall also serve as the Examinee's Number.

(3) Ensure that the Seat Plan is properly accomplished by the examinees before placing it in the ETRE.

14. The Examiner's Transmittal Report Envelope (ETRE) contains the following:

- (1) Used answer sheets, arranged consecutively according to serial numbers;
- (2) Form 4/4a with the Answer Sheet Number of each actual examinee indicated under the appropriate column;
- (3) The Seat Plan;
- (4) The Batch Slip; and
- (5) The Time Allotment/Schedule copied from the board and signed by the Examiner.

15. The Chief Examiner's Transmittal Report Envelope (CETRE) contains the following:

- (1) Unused answer sheets returned by the Room Examiners (REx);
- (2) Test Materials Accounting Form (NSAT Form 3);
- (3) Report on the actual number of examinees in his designated testing center; and
- (4) Evaluation report.

#### IV. Procedure in the Listing of Examinees

16. A complete list of examinees based on actual enrollment by school (NSAT Form 1), males followed by females, shall be prepared by the school principal/head teacher in two (2) copies for submission to the Division Office through the District Supervisor/Principal In-Charge of the District not later than June 27, 1994.

17. The Division Testing Coordinator (DTC) shall assign the examinees (30 per room) a room number and the testing center in the aforesaid form and shall return a copy to the school principal/head teacher for proper information and guidance of the examinees; and the other copy shall be kept as the division file copy.

18. The DTC shall prepare the list of examination centers (NSAT 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, DECS Complex, Meralco Avenue, Pasig, Metro Manila, not later than June 30, 1994.

19. The list of examinees per room (NSAT Form 4) shall likewise 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 DexCom and the remaining two (2) 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 examiners early the following morning. The other copy shall be given to the Room Examiner where he/she shall indicate the examinee numbers of the examinees.

#### V. Testing Centers

20. Designation of Testing Center. The Schools Division Superintendent shall designate upon recommendation of the DTC, centers based on the number of examinees in the area. Testing centers where irregularities are suspected to have happened in previous test administrations should be avoided.

21. 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.

#### **VI. Packing of Test Booklets and Answer Sheets**

##### **22. Test Booklets (TBs)**

(1) The test is in booklet form, each with a 6-digit serial number.

(2) The test booklets, packed in 30s and 5s, are sealed in plastic bags. A small sheet of paper containing the corresponding serial numbers of the Test Booklets and the sequence number of the pack is placed in the plastic bag.

(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.

##### **23. Answer Sheets (ASs)**

(a) The Answer Sheets are computer-printed, each with a 6-digit number. In case of a defective Test Booklet or Answer Sheet, such shall be changed with a new one from the buffer pack.

b. The Answer Sheets are likewise sealed in plastic bags of 30s and 5s with a batch slip also indicating the inclusive serial numbers and the sequence number of the pack to facilitate matching and distribution of the Test Booklets and Answer Sheets.

c. The plastic bags containing the Answer Sheets are bundled by testing center 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.

#### **VII. Distribution and Retrieval of Test Materials**

24. The distribution and 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.

##### **25. Distribution Phase**

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

(2) After the test materials have been received by the DexCom Chairman or his duly authorized representative, these shall be deposited at PNP headquarters for storage and security of the materials. In this connection, coordination with the local PNP, AFP or NICA offices is necessary to get their support towards the security of the 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 Examiner concerned.

(5) The Chief Examiner (CE), assisted by the Room Examiner, shall verify the count of the test materials received from the DexCom and match the serial numbers of the plastic bags of Answer Sheets and Test Booklets before distributing the same to the Room Examiners.

(6) The Room Examiner shall open the plastic bags containing the Test Booklets and the Answer Sheets in the examination room in the presence of the examinees, in conformity with the procedure provided in the Examiner's Handbook.

(7) The Room Supervisor shall collect the extra test booklets and Answer Sheets from the different Room Examiners immediately after the test has started and turn them over to the Chief Examiner, to be returned to the RE after the examination, for accounting purposes.

## 26. Retrieval Phase

(1) The Room Examiner shall collect individually and verify the count of the test materials before he dismisses the examinees; arrange the used together with the unused test booklets returned to him by the Room Supervisor, consecutively by serial number, before placing these back into the plastic bags for submission to the Chief Examiner.

(2) The plastic bags shall be stapled in the presence of the Chief Examiner after the Test Booklets have been accounted for.

(3) 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 Supervisor before the envelope is sealed with an NETRC-DECS paper seal. The Room Examiner shall sign across the seal extending to the envelope at least three times.

(4) The following shall be submitted by the Room Examiner to the Chief Examiner: (1) test booklets, and (2) ETREs with the contents specified on the envelope itself.

(5) The following shall be submitted by the Chief Examiner to the DTC: (1) plastic bags containing used and unused test booklets, (2) ETREs, (3) CETREs, and (4) examiner's Handbooks and DexCom copies of NSAT Forms.

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

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

## VIII. Orientation Seminar

27. A national and regional orientation seminar will be scheduled and announced in a separate DECS issuance not later than one month before the NSAT examination.

Examiner concerned.

(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 Answer Sheets and Test Booklets before distributing the same to the examiners.

(6) In conformity with the procedure indicated in the Examiner's Handbook, the plastic bags containing the Test Booklets and Answer Sheets shall be opened at the examination room in the presence of the examinees.

(7) The Room Supervisor shall collect and turn over to the Chief Examiner unused Test Booklets and Answer Sheets from the different Room Examiners after the test shall have started and likewise to be returned to the Room Examiner after the examination.

### **23. Retrieval Phase**

(1) After the examination, the Room Examiner shall collect individually the test materials and verify their count before he dismisses the examinees; and arrange the used together with the unused test booklets consecutively by serial number before placing them back in the plastic bags for submission to the Chief Examiner.

(2) The plastic bags shall be stapled/sealed in the presence of the Chief Examiner after the Test Booklets have been accounted for.

(3) 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 Room Examiner shall sign across the seal extending to the envelope at least three times.

(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.

(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 Forms.

(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.

(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**

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