

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig, Metro Manila

May 30, 1995

DECS O R D E R
No. 30, s. 1995

1995 NATIONAL ELEMENTARY ASSESSMENT TEST
FOR ALL GRADE VI ELEMENTARY PUPILS

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

1. Date of the 1995 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 o'clock in the morning to 12:00 o'clock noon on Tuesday, August 29.
2. Components and Weights of the NEAT. The NEAT is a battery of achievement tests of the multiple choice type covering four areas: (a) English, (b) Mathematics, (c) Science, each with a 30 per cent weight, and (d) Heograpiya/Kasaysayan/Sibika (HEKASI), with 10 per cent weight. Taking the NEAT shall 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. A rating of 80 percent shall be given to those who failed to take the NEAT to be included in the computation of the school mean. The grade in the NEAT will be the last entry in the listing of subjects in the Forms 137-B and 138 of Grade VI pupils. For private elementary schools offering Grade VII, the NEAT will be given to their 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 with the cooperation of other government agencies shall assist in this undertaking. All regional directors shall take charge of the effective and efficient administration of the NEAT.
4. Funding. Printing and computerization cost shall be chargeable against division funds; administration cost, against regional funds and cost of orientation seminars (except transportation expenses of participants), freight and transportation for delivery and retrieval of test materials, against NETRC funds per Unnumbered Memorandum on Rules on Finance and Management, dated February 16, 1995.

5. Guidelines. The guidelines for the administration of the NEAT are inclosed.

R. T. Gloria
RICARDO T. GLORIA
Secretary

Reference:

DECS Order: No. 37, s. 1994

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 1995 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.

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 the 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 PNF 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 members.

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 DEXCOM 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 Schools 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 NEA in that school, and keeping further in mind that Chief Examiners and Room Supervisors shall come from the promotional/supervisor staff while Room Examiners for public school examinees shall be private school teachers while 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 school officials in cases where the number of private school teachers is not enough.

6. The Assistant Superintendent for Elementary 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 July 7, 1995 (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 returned by the Chief Examiners before submitting them to the SDS for storage until the materials shall have been retrieved by a 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 School Head, shall provide (1) thirty half-tablet or full-tablet school desks, board erasers, chalk in each 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.

10. The Chief Examiner (CE) 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 material 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's Transmittal Report Envelope (CETRE).

11. The Room Supervisor (RS) 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 CE 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 CE on problems arising while the test is in progress; and (5) assist the CE in the checking of retrieved materials after examination, and in the accomplishment of reports.

12. The Room Examiner (REx) shall: (1) be in his assigned examination center to receive the test materials from the CE 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 4 (List of Examinees) before letting them enter the room; (5) distribute the test materials individually to the examinees and administer the test strictly in accordance with the Examiners'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 CE.

C. Forms to be Accomplished

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

14. 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 (2 copies);
- (4) Form 4 - List of Examinees per Room (4 copies).

15. Envelopes

(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 REx'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 REX; (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 on the conduct of the test.

D. Pre Test Administration Activities

16. Prior to the administration of the test, the following procedures shall be strictly observed.

17. Preparation of the Master List of Examinees

A complete list of examinees (NEAT Form 1) by sex (males followed by females) based on actual enrolment 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 30, 1995.

Based on the forms submitted, the DTC shall assign 40 examinees to a room indicating the number of the room to be occupied per testing center. He shall return one (1) copy of NEAT Form 1 to the school principal/head teacher (for proper information and guidance of the examinees). The other copy shall be kept by the DEXCOM Chairman as Division file.

18. Designation of Testing Centers

The SDS 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 in previous years.

The DTC shall prepare the list of examination centers (NEAT Form 2) in four (4) copies to be distributed as follows: the original copy and one (1) duplicate to be sent directly to the NETRC-DECS, Mabini Building, University of Life, Meralco Ave, Pasig City not later than July 7, 1995; one (1) copy to the Regional Office; and the last copy to the DEXCOM.

19. 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 copy for the DEXCOM and the remaining two copies shall be handed over to the CE 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 REx where he shall indicate the examinee numbers of the examinees.

E. Post-Test Administration Activities

20. Packing of Test Booklets (TBs)

(1) The test is in booklet form, 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 TBs and the sequence number of the pack.

(3) The plastic bags are bundled by testing centers and placed in cartons. In instances when test materials for two (2) or more testing centers are placed in one big carton, each smaller carton/bundle is properly labeled, numbered and strapped in plastic and metal bands.

21. Packing of Answer Sheets (ASs)

(1) 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.

(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 cartons containing the test booklets.

For testing centers with more than one carton, the answer sheets and other forms are placed inside the last carton.

F. Distribution and Retrieval of Test Materials

22. The distribution and the retrieval of test materials require utmost care, diligence, and vigilance on the part of the Regional Office, DEXCOM members, CEs, RSs and RExs to insure the confidentiality of the test materials and the integrity of the test.

23. Distribution Phase

(1) The NETRC shall deliver the test materials in 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 SDS 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 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 CE, assisted by the RS, shall verify the correct number of the test materials received from the DEXCOM and match the serial numbers in the plastic bags of ASs and TBs before distributing the same to the examiners.

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

24. Retrieval Phase

(1) After the examination, the RE 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 CE.

(2) The plastic bags shall be stapled/sealed in the presence of the CE after the TBs have been accounted for.

(3) The contents of the ETRE and the data entries on the said envelope shall also be verified by the CE with the

assistance of the REx before the envelope is sealed with an NETRC-DECS paper seal. The REx shall sign across the seal extending to the envelope at least three times.

(4) The following shall be submitted by the REx to the CE:
(a) Test Booklets; (b) ETREs with the contents specified on the envelope itself.

(5) The following shall be submitted by the CE 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.

(6) 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 cartons. The ETREs and CETREs shall be packed in separate cartons, securely bundled and properly labeled, before placing them inside the cartons.

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

G. Funding

25. The following schemes of sourcing funds shall be followed:

(1) Printing and computerization Cost shall be chargeable against Division Funds. The statement of Data shall be sent thru fax and the amount stated therein shall be remitted directly to the Director, NETRC-DECS, Central Office.

(2) Administration cost shall be chargeable against the Regional Funds. Statement of Items Payable as certified by the Department Chief Accountant in accordance with auditing and accounting requirements will be disseminated.

(3) Expenses for the regional/division orientation seminars shall be chargeable against NETRC-DECS funds except transportation expenses of participants which shall be charged against local funds. Likewise freight/transportation expenses for delivery and retrieval of test materials to all Regional /Division distributing centers nationwide shall be chargeable against the NETRC-DECS Funds.

H. Orientation Seminar

25. 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.