

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

May 31, 1995


DECS O R D E R
No. 31, s. 1995

1995 NATIONAL SECONDARY ASSESSMENT TEST (NSAT)
FOR ALL FOURTH YEAR HIGH SCHOOL STUDENTS

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

- Date of the 1995 NSAT. The 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 in the afternoon of Friday September 1. All graduating high school seniors shall take the NSAT. Passing the NSAT, however, shall not be a requirement for admission to tertiary degree programs, nor shall there be an overall NSAT grade.
- Components and Weights of the NSAT. 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 in English, Filipino, Mathematics and Science and Technology shall be transmuted into percentage grades and shall be given a weight of 1/5th to be added to the teachers rating (4/5ths) in each subject area. The rating in the Vocational Aptitude shall be in percentile and shall be used only for guidance purposes. A rating of 60 percent shall be given to those who failed to take the NSAT to be included in the computation of the school mean.
- 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 this assessment activity. All bureaus, centers, regional and division offices of this Department with the cooperation of other government agencies shall assist in this undertaking. The regional directors shall take charge of the efficient administration of this test.
- 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 aforementioned test are inclosed.


RICARDO T. GLORIA
Secretary

Reference:
DECS Order: No. 38, 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, SECONDARY

SCHOOLS

STUDENTS

TESTS

(Enclosure to DECS Order No. 31 s. 1995.

**GUIDELINES ON THE ADMINISTRATION OF THE 1995
NATIONAL SECONDARY ASSESSMENT TEST (NSAT) FOR
FOURTH YEAR HIGH SCHOOL STUDENTS**

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

A. 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 this connection, he shall likewise (a) adopt appropriate measures necessary to insure the smooth conduct of the test in the region; and (b) designate the Chief of the Secondary Education Division as Regional Testing Coordinator.

The Chief of the Secondary 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 NETRC a copy of such consolidated reports/data, 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 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 members of the DEXCOM shall include (1) the Assistant Superintendent for Secondary 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

4. **The Schools Division Superintendent as 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 Secondary as the 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 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; (the Chief Examiners and the Room Supervisors shall come from the promotional/supervisory staff, while the Room Examiners for public school examinees shall be private school teachers and

by the examinees before placing it in the ETRE.

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

- (1) Used ASs, arranged consecutively according to serial numbers;
- (2) Form 4 with the ASs Number of each actual examinee indicated in the appropriate column.
- (3) 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 ASs 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 on the conduct of the test.

D. Procedure in the Listing of Examinees

16. A complete list of examinees (NSAT Form 1) based on actual enrolment by school (males followed by females), shall be prepared by the school principal/head teacher in two (2) copies for submission to the Division Office not later than June 30, 1995.

17. The 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; the other copy shall be kept as division file copy.

18. The list of examination centers (NSAT Form 2), to be prepared by the DTC in four (4) copies shall 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. 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

copy for the DEXCOM and the remaining two copies shall be handed over to the CE one day before examination day. One of the CE'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/she shall indicate the examinee numbers of the examinees.

E. Testing Centers

20. Designation of Testing Centers. The SDS 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 shall 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 the majority of them.

F. Packing of Test Booklets and Answer Sheets

22. Test Booklets (TBs)

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

(2) The TBs, packed in 30s and 5s, are sealed in plastic bags. A small sheet of paper containing the corresponding serial numbers of the TBs 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 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.

23. Answer Sheets (ASs)

(1) The ASs are computer-printed, each with a 6-digit number.

(2) The ASs 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 TBs and ASs.

(3) The plastic bags containing the ASs are bundled by testing centers and placed inside the cartons containing the TBs. For testing centers with more than one carton, the ASs and other forms are placed inside the last carton.

In case of a defective TB or AS, such shall be changed

with a new one from the buffer pack.

6. Distribution and Retrieval of Test Materials

24. 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.

25. 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 delegate 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 allocation per testing center.

(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. 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 ensuring 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 CE 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 REXs.

(6) The REX shall open the plastic bags containing the TBs and the ASS in the examination room in the presence of the examinees, in conformity with the procedure provided in the Examiner's Handbook.

(7) The RS shall collect the extra TBs and ASS from

different REXs immediately after the test has started and turn them over to the CE, to be returned to the REX after the examination, for accounting purposes.

26. Retrieval Phase

(1) The REX shall collect individually and verify the count of the test materials before he dismisses the examinees; arrange the used together with the unused TBs returned to him by the RS, 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 RS 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) TBs; (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 TBs; (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 the plastic bags of TBs 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 NETRC personnel.

H. Funding

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

(1) Printing and computerization cost shall be charged 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 charged against the Regional Funds. Statement of Items Payable as certified by the Department Chief Accountant in accordance with auditing and accounting requirements shall 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 or delivery and retrieval of test materials to all regional division distribution centers nationwide shall be charged against the NETRC-DECS Funds.

I. Orientation Seminar

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

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