



National Achievement Test

Fourth Year

EXAMINER'S HANDBOOK

**Republic of the Philippines
Department of Education
NATIONAL EDUCATION TESTING AND RESEARCH CENTER
Pasig City, Philippines
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NAT ACRONYMS

- SDS -Schools Division Superintendent
- RTC -Regional Testing Coordinator
- DTC -Division Testing Coordinator
- PSS -Private School Supervisor
- SH -School Head
- STC -School Testing Coordinator
- CE -Chief Examiner
- RS -Room Supervisor
- RE -Room Examiner
- LRN -Learner Reference Number
- TMs -Test Materials
- TB -Test Booklet
- AS -Answer Sheet
- EH -Examiner's Handbook
- SSH -Scannable School Header
- ETRE -Examiner's Transmittal Report Envelope
- CETRE -Chief Examiner's Transmittal Report Envelope
- COR -Certificate of Rating

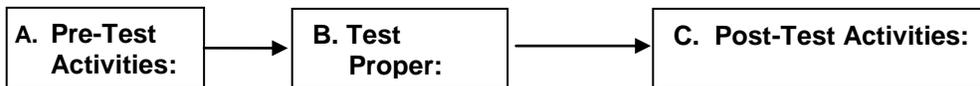
EXAMINER'S HANDBOOK

NATIONAL ACHIEVEMENT TEST

1. INTRODUCTION

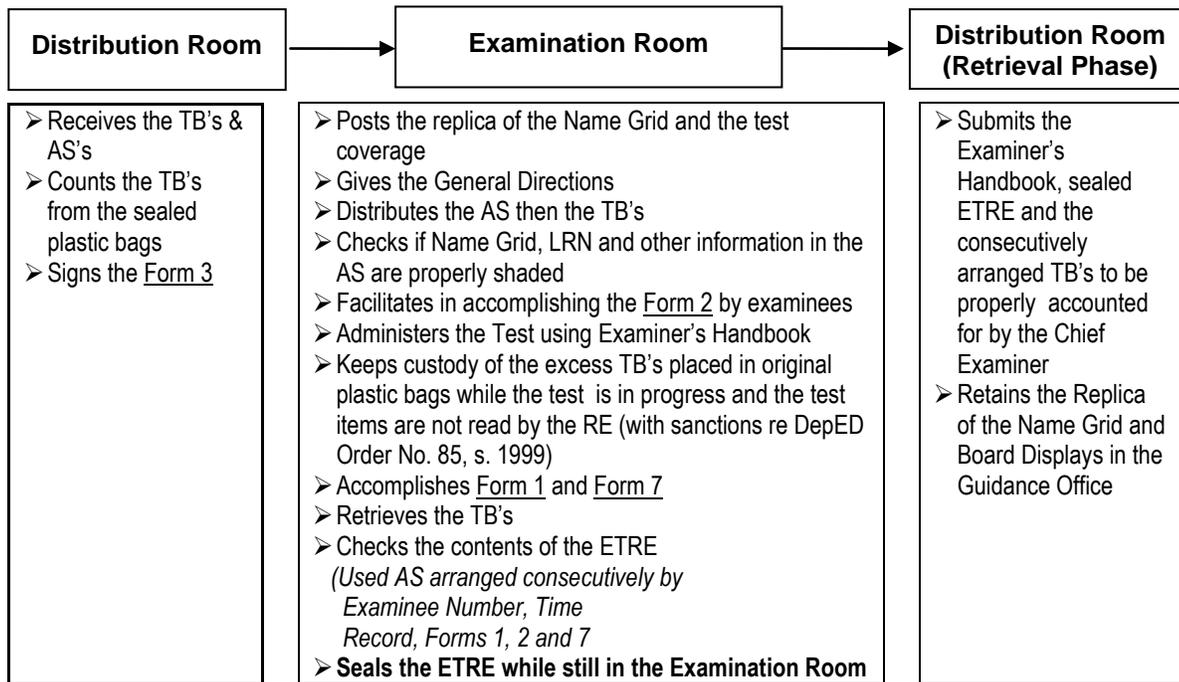
This Examiner's Handbook is intended for those involved in the administration of the National Achievement Test for Fourth Year students. It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this Handbook must be followed strictly.

The Chief Examiner's (CE) Workflow



<ul style="list-style-type: none"> ➤ <i>Keeps the confidentiality of the test materials (Test booklets are stored in a secured room; test boxes are opened on examination day)</i> ➤ <i>Requires every Room Examiner to count the Test Booklets (TBs) while plastic bags are still sealed</i> ➤ <i>Facilitates the signing of <u>Form 3</u> by Room Examiner (RE)</i> 	<ul style="list-style-type: none"> ➤ <i>Accomplishes <u>Forms 4, 5 and 6</u></i> ➤ <i>Monitors the testing staff activities</i> 	<ul style="list-style-type: none"> ➤ <i>Accounting of Materials</i> <ol style="list-style-type: none"> 1. Collects and accounts all Examiner's Transmittal Report Envelopes (ETREs) assisted by the School Testing Coordinator/Room Supervisor 2. Arranges and bundles them accordingly seeing to it that the number of ETREs tallies with the number of testing rooms. A report on the number of ETREs should accompany the bundle. 3. Returns to their original plastic bags all used and unused Test Booklets with serial numbers arranged consecutively. These should be resealed by stapling the open end of the plastic bag. 4. Places inside the Chief Examiner's Transmittal Report Envelope (CETRE) the following materials after accomplishing the Chief Examiner's Transmittal Report: (<i>Unused Answer Sheets, NETRC Form 3, NETRC Form 4 and the School Header</i>) 5. Accomplishes the NETRC Forms 5 and 6, then submits these forms to the Division Testing Coordinator (DTC) separately.
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The Room Examiner's (RE) Workflow



2.1 PRE-TEST

2.1.1 Board Display

Post the parts of the test on the board or on a Manila paper including the time the test has started and the time it will be finished, as shown below.

One Test Booklet (TB) for Mathematics, English, Science, Filipino, and Araling Panlipunan and the Critical Thinking Skills Test

Parts of the Test	Item Number	Time Limit (Mins)	Time Allocation	Time Started	Time to End
General Directions & Sample Items	1 – 5	5		_____	
Part I (EDQ)	1 – 15	5			_____
Part II (A.M.)					
Filipino	1 – 60	60	8:11 – 9:10	_____	
Araling Panlipunan	1 – 60	60	9:11 – 10:10		_____
Break					
Math	1 – 50	70	10:11 – 10:20	_____	_____
			10:21 – 11:30	_____	_____

LUNCH BREAK					
Parts of the Test	Item Number	Time Limit	Time Allocation	Time Started	Time to End
Part II (P.M.)					
Science	1 – 60	80	12:31 – 1:50	_____	
English	1 – 60	60	1:51 – 2:50		
Critical Thinking Skills Test	1 – 20	30	2:51 – 3:20		_____
Total No. of Items	290				
Total Time for Test Proper		6 hrs			

2.1.2 Entrance and Seating Arrangement

1. Inspect the seating arrangement before instructing the examinees to enter the testing room. There should be six rows of armchairs. Make sure that the first and the last rows are close to the walls.
2. Instruct the examinees to line up outside the room in alphabetical order of their surnames.
3. Instruct them to enter the room also in alphabetical order of their surnames. Let the first six examinees occupy the front line first, then the second, until the last line as shown below:

	Chalkboard Examiner's Table					
	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
Line 1	1	2	3	4	5	6
Line 2	7	8	9	10	11	12
Line 3	13	14	15	16	17	18
Line 4	19	20	21	22	23	24
Line 5	25	26	27	28	29	30

4. In no case shall there be more than 30 examinees in a room.
5. Check the attendance by calling out the names of the examinees from the list in NETRC Form 1, List of Examinees, prepared by the School Principal/Testing Coordinator.
6. Check the identities of the examinees inside each examination room by all means (e.g. ID, notebooks bearing the examinee's name; etc.) using the following procedure:
 - a. Countercheck the identity through the ID.
 - b. If ID is not available, ask the examinee to present a notebook or any belonging bearing his/her name.
 - c. In the absence of requirements for a & b identification materials, ask his/her respective classmates inside the Examination Room to attest the identity.
7. Instruct them that all belongings are placed in front of the room underneath the blackboard; except the pencils, sharpener and a clean sheet of paper.

2.1.3 Orientation of the Examinees

After the examinees are seated, say:

Good morning everybody. I am (State your name). There are some points you should remember to follow while taking the test. I shall read each one.

Read the following slowly and clearly:



1. *You will answer all five subjects and the Critical Thinking Skills Test.*
2. *If possible, you are not allowed to leave the room once the test has started.*
3. *Do not open your Test Booklet until you are told to do so.*
4. *If you have any problem such as missing pages or words that are not printed clearly, raise your hand so I can help you.*
5. *Questions on the directions or on any test item will not be entertained after the test has started.*
6. *Do not write anything on the Test Booklet. A separate Answer Sheet is provided for your answers. For those answering Mathematics, you may use a clean sheet of paper for your computation but submit this to me after the test.*
7. *Use lead pencil No. 2 in answering the test. Mechanical pencils are not allowed.*
8. *Remember to keep your Answer Sheet clean and free from unnecessary marks. DO NOT fold, crumple, or crease any portion of it, otherwise it may be rejected by the scanning machine.*
9. *Select your answer from the given choices, and blacken the circle that corresponds to your answer in the appropriate item number on your Answer Sheet.*
10. *You may change your answer by erasing it neatly.*
11. *Work quietly and mind only your own work. Do not use books, dictionaries, rulers, calculators, and cell phones inside the testing room.*
12. *Refrain from cheating. If you are caught cheating and have been warned twice, but persist on cheating, you will not be allowed to take the test any further.*
13. *The total time for the test will be 6 hours. You will be given a 30-minute lunch break after the third subject.*
14. *Work fast enough so you will finish the test within a given time. If you finish the test ahead of time review your answers.*
15. *I will announce when the given time to finish the test is up.*
16. *When I say STOP, put your pencils down.*

After you have read the guidelines, allow examinees to go out, if necessary, before distributing the materials.

2.1.4 Distributing the Answer Sheet (AS) and Test Booklets (TBs)

Cut with a pair of scissors or a blade one end of the plastic bags (one containing the TBs and the other the AS). Check their quantities and see to it that these are accurate and not tampered. In a pack there are thirty (30) TBs. Each examinee will have one TB and one AS.

In the distribution of the TBs and AS follow the numbering of examinees shown on Page 5. Start with the examinee in Number 1, by giving him/her the TB/AS with the lowest serial number and end with examinee in Number 30, giving him/her the highest serial number.

Seats of late comers / absentees should be left vacant. Test Booklets and Answer Sheets allocated to the said examinees should be placed inside the original plastic bag by the Room Examiner pending their arrival. However, the Test Materials should not be distributed yet if there are only less than 10 examinees in the room.

2.1.5 Checking the Test Booklets and Answer Sheets

- After each Examinee has received a Test Booklet and an Answer Sheet, say:

Everybody, put the Answer Sheet on your chair/desk. (Wait until everybody has done this.) Look at your Test Booklets. (Pause) Check the pages one by one. If you notice any misprint or a missing page, raise your hand and I will change it.

Pause. Wait until everybody has done this. Then say:

- Everybody, look at your Answer Sheet. Find out if there are defects. In case there are, raise your hand and I will change them.*

Pause. Look for raised hands. In case a Test Booklet or an Answer Sheet is defective, the whole set must be changed. Get this from the regular pack, if there are extras; if none, request the Room Supervisor to give you the exact number of copies needed from the buffer which is in the custody of the Chief Examiner. This should be noted in the Examiner's Report. When all Test Booklets and Answer Sheets have been checked, keep the unused TB and AS in your custody. These will be packed with the others upon submission of reports to the Chief Examiner/School Testing Coordinator during the post test.

- Let us begin this examination with a prayer printed on page 4 of your Test Booklet. All together, read it silently. Begin.*

2.1.6 Filling in of Information in the Answer Sheet

- Say:

The Answer Sheet is composed of two (2) pages printed back to back broken down as follows: The front page (Page 1) contains the circles for the basic information about yourself. The back page, (Page 2) contains the Examinee's Descriptive Questionnaire (EDQ) circles numbered 1 – 15. It also contains circles numbered 1 – 60 for Filipino, 1 – 60 for Araling Panlipunan, 1- 50 for Math, 1 – 60 for Science, 1 – 60 for English and 1 – 20 for the Critical Thinking Skills Test. In marking the circle, see to it that the whole space within the circle is fully shaded.

2.1.6.1 Filling up the Name

- Say:

You shall now fill in the information called for on the front page of the Answer Sheet (Replica on page 1). First of all, print your name inside each box provided for in the name grid.

Pause. Give the Examinees enough time to write their names. Then say:

- Let us accomplish the name grid found on the upper portion of the Answer Sheet. The basic rules in filling up the name grid are as follows:*
- 1. Write only one letter in each box starting with the first box at the left. Below letter Z are Ñ and dash (-).*
 - 2. Enter your last name first, then your first name(s) in the allotted box and finally your middle initial in the last box. If you are a "JR", "III", "IV", etc., write it immediately after your last name but leave one blank box in between.*
 - 3. If your last name consists of two or more words such as dela Cruz, delos Santos, San Ignacio, etc., write your last names leaving a blank box between. Likewise, if you have two first names write them leaving a blank box in between.*

4. If you have long last names and/or first names fill your names up to the last box allotted for your last names and first names.
5. There are two columns for the middle initial. If you have two or more middle names write only the first letter of the first and second middle names (e.g. SJ for San Juan). If you have one middle name, write the first letter in the first box at the left.

Pause. Let the Examinees follow the instruction, then, say:

- If you have filled in your surname, first name and middle initial, blacken the circle below each box which corresponds to the letters written in the boxes.

Go around to see that this is done by the Examinees correctly

2.1.6.2 Filling up Learner Reference Number (LRN)

Say:

- Blacken the circle corresponding to your 12-digit LRN. It consists of twelve numbers. Check your LRN given by your class adviser. **(Go around to check that numbers for the LRN are written correctly in the corresponding boxes).**

2.1.6.3 Filling up Birth Date

Say:

- The Birth Date is given in the form of month-day-year, specifically:
 Example: January 6, 1998
 Month - Blacken the circle corresponding to the month of birth which is January.
 Day - Two columns are allotted for the day although one circle in each column is blackened. The range is from 01 to 31. Days ranging from 1 to 9 entered as 01 to 09, so blacken 0 in the first column and 6 in the second column.
 Year - Only the last two digits of the year of birth are entered.
 Blacken 9 in the first column and 8 in the second column.

2.1.6.4 Filling up Nutritional Status

Say:

- Blacken the circle corresponding to your nutritional status. Example: If you are above normal, blacken above normal; if you are normal, blacken normal.

2.1.6.5 Filling up School ID, Region and Division Codes

Say:

- Your school code is composed of region, division, and school ID. Region and division codes are in combined letters and numbers. School ID is in numbers only. (Refer to your school code in the allocation of your test materials). Write your School Code, one letter/number to a box. Check your school code against the school code on the board. Blacken the circles that are the same as the letters/numbers you have written in the boxes. (Go around to check if the School Code is written correctly).

2.1.6.6 Filling up Gender

Say:

- Indicate your gender by shading the corresponding circle. Example: If you are a boy or man, shade male. If you are a girl or woman, shade female.

2.1.6.7 Filling up Number of Pupils/Students in A Class/Section (How many are you in your class/section?)

Say:

Blacken the circles that correspond to the number of pupils/students in your regular class/section. Example: If you are sixty-five (65) in your regular class/section, blacken 6 in the first column and 5 in the second column.

2.1.6.8 Filling up School Subject Grade

Say:

Blacken the circles that correspond to your ratings during the third grading period in the five subject areas: Math, English, Science, Filipino, and Araling Panlipunan. Example: If your grade in Mathematics is 90 blacken 9 in the first column and 0 in the second column.

2.1.6.9 Filling up Type of Community

Say:

Blacken the circle corresponding to the type of community you are living in. (Examiner, please refer to the definition of urban and rural in the Appendix A, on Page 14). If you are living in a rural area, blacken rural. If you are living in an urban area, blacken urban.

2.1.6.10 Filling up GASTPE Grantee

Say:

*Indicate whether you are a GASTPE Grantee. If yes, blacken circle for **YES** and the circle for **NO** if not. If yes, blacken EVS (Education Voucher System) or ECS (Education Contracting Service).*

2.1.6.11 Filling up Type of School

Say:

Blacken the circle corresponding to your type of school. If your school is a public high school, choose which among the four types and shade the corresponding circle. If your school is a private high school, choose which among the four types and shade the corresponding circle.

2.1.6.12 Filling up Number of Shifts per Day

Say:

Indicate whether your section holds classes the whole day, being single shift (Shade 1); if in two shifts shade 2 (holding half day classes); shade 3 if in 3 shifts; and so forth.

2.1.6.13 Filling up Do You Belong to A Section w/ any of the following Program:

Say:

Blacken the circle if you belong to a BEC, Tech-Voc, STEM, SPA or OHS section.

2.1.6.14 Filling up Name and Address of School

Say:

Write also the name and address of your school on the space provided.

2.1.6.15 Writing the Signature

Say:

- Sign your name and signature on the space provided.*

Give the Examinees enough time to do this. Check that each Examinee does this correctly.

It is imperative that you check and double check that all Examinees have shaded the correct circles pertaining to the NAME GRID and all the necessary information about the Examinee. To do this, go around and inspect each Examinee's Answer Sheet. (THIS IS VERY IMPORTANT.)

2.2 TEST PROPER

2.2.1 Reading the General Directions (5 minutes)

- Everybody, open your Test Booklets. Read the general directions and the examples silently and with understanding. I will give you 5 minutes to do this.*

2.2.2 Administering the Examinee's Descriptive Questionnaire (EDQ)

- After five minutes, say:
- Part I, the Examinee's Descriptive Questionnaire (EDQ) is not a test. It consists of fifteen (15) items on some information you are to give answers. After each item on your Answer Sheet, shade the circle of the letter that corresponds to your answer to that particular item. Some items require more than one answer. Do not leave any item unanswered.*
- Part I will last for 5 minutes. Record your answers for this part on the upper portion of the back page of the Answer Sheet. Everybody, open your Test Booklets to the EDQ.*
- (Show them the EDQ portion), Ready... Begin!*

2.2.3 Accomplishing the Seat Plan, NETRC Form 2

While the examinees are answering the EDQ, each examinee will write his/her Name, Examinee Number, and the Test Booklet Number on the Seat Plan. Fill in the Region, Division, School Name and Address, Date of Examination and Room Number.

2.2.4 Administering the Subject Area Test in Filipino, Araling Panlipunan, Mathematics, (3 hrs and 10 mins)

- After five minutes, say:
- Are you now ready to start answering the test? The test proper for this morning will last for four hours. Ready ... Begin.*

- Record on the board the time started and the time to end for lunch break. After the third subject, say:

Place your TB and AS under your seats while you take your snacks.

2.2.5 Continuing the Test after Lunch Break in Science, English and Critical Thinking Skills Test (2 hrs and 50 mins)

After lunch break say:

- We are about to continue the test. The test will end at (point to the written time to end on the board).*

Go around and see to it that the examinees are recording their answers properly. Record on the board the time to end. The recorded time to end is from the time it started, excluding the 15-minute snacks break.

Note: The unused Scannable Answer Sheets shall be collected by the Room Supervisor/Chief Examiner at the time when the Examinees are answering the last subtest. Likewise, the filling out of the remaining data in Form 3 should be done at this time.

2.2.6 Collecting the Answer Sheets and the Test Booklets

After the recorded time to end, say:

- Everybody, stop writing. Close your Test Booklets.
You are given 5 minutes to inspect your Answer Sheet. Make sure your erasures, if any, are clean. See to it that the circle selected for each item is shaded properly. The circle should have uniform shading. Be sure that only one is shaded for each item.*

Go around to make sure the Examinees have shaded the NAME GRID properly.

After the inspection has been done, say:

- I will go around to collect your test booklets, answer sheets and your scratch papers.*

Collect and count all used and unused Test Booklets and answer sheets and place these in the original plastic bags. Make sure that all materials have been retrieved. In case a test booklet is missing exhaust all means to find it. **DISMISS EXAMINEES ONLY AFTER ACCOUNTING THESE TEST MATERIALS.**

2.2.7 Dismissing the Examinees

After all materials are accounted for, say:

- We are through with the test. You may now go out quietly in single file.*

2.3 POST TEST

2.3.1 Preparing the Reports and Sealing the ETRE

2.3.1.1 Do the following activities:

1. Accomplish Form 7, the Room Examiner's Test Administration – Evaluation Report.
2. Copy from the board display the Time Record Report on Test Administration.
3. Indicate in the ETRE the number of registrants and the number of actual examinees.

2.3.1.2 Place the following inside the Room Examiner's Transmittal Report Envelope (ETRE):

1. Time Record Report
2. Used Answer Sheets arranged consecutively by Examinee Number Placed in original plastic bag
3. One Copy of NETRC Forms 1 and 2 (back to back) and Form 7

2.3.1.2 Seal the ETRE with the DepED-NETRC paper tape while still inside the examination room.

2.3.2 Turning Over of Materials to the Chief Examiner

Turn over to the Chief Examiner the following materials:

- 2.3.2.1 Sealed ETRE with its contents
- 2.3.2.2 Used and unused Test Booklets assembled together and arranged consecutively by Serial Numbers packed in their original plastic bags, retaining the Batch Slip inside the plastic bags.
- 2.3.2.3 Examiner's Handbook

2.3.3 Accounting of Materials by the Chief Examiner

The Chief Examiner does the following:

- 2.3.3.1 Collects and accounts all ETREs, arranges and bundles them accordingly seeing to it that the number of ETREs tallies with the number of testing rooms. A report on the number of ETREs should accompany the bundle.
- 2.3.3.2 Counts the Test Booklets per pack retrieved from each Examiner with the assistance of the Room Supervisor. The open end of the plastic bag must be resealed by tape or stapler.
- 2.3.3.3 Places inside the CETRE the following materials after indicating the data in the Chief Examiner's Transmittal Report:
 1. Unused Answer Sheets with serial numbers arranged consecutively
 2. NETRC Form 3 Test Materials Accounting Form
 3. NETRC Form 4 Chief Examiner's Report Form
 4. School Header
- 2.3.3.4 Instructions to the Chief Examiner and the DTC relative to Forms 5 and 6:
 1. Separate the two Forms by cutting the perforated lines.
 2. Fill out the needed data in both forms.
 3. These forms should be submitted to the Division Testing Coordinator (DTC) and not placed inside the CETRE.
 4. The DTC puts all Form 5's submitted to him/her by every Chief Examiner in the First Box of the Division's boxes for the Test Booklets.
 5. Do the same with Form 6 but all of Form 6's will be placed in the First Box of the Division's boxes for the Answer Sheets.

2.3.4 Packing of Test Materials

The following materials are for submission to the Division Office:

1. Bundles of R/CETRES placed in the **original boxes**
2. Bundles of used and unused Test Booklets sealed in plastic bags and placed in the **original boxes**
3. NETRC Form 5, Test Booklet Quantity and Completeness Verification Sheet, to be inserted in box no. 1 on top of the test booklets
4. NETRC Form 6, Answer Sheet Quantity and Completeness Verification Sheet to be inserted on top of the first box of the Answer Sheets
5. Examiner's Handbook, counted and ready for future use, to be retained in the office of the Division Testing Coordinator
6. The enlarged replicas of the name grid shall be retained in the schools/Testing Centers for future use.

TO THE DIVISION EXAMINATION COMMITTEE:

This Examiner's Handbook should be stored in the Testing Center/School after the test together with the Name Grid Replica for future use.

NETRC FORM 1

LIST OF ACTUAL EXAMINEES
(To be accomplished by the Room Examiner)

REGION: _____

DIVISION: _____

SCHOOL: _____

SCHOOL ID: _____

ADDRESS: _____

Number of Male: _____ Number of Female: _____ Total: _____

GRADE LEVEL : _____ YEAR LEVEL: _____

NAME	GASTPE Grantee		Learner Reference Number (LRN)
	EVS	ECS	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

NAME	GASTPE Grantee		Learner Reference Number (LRN)
	EVS	ECS	
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

IMPORTANT

- Names listed as they appeared in the Seat Plan.
- Check if the LRN of each examinee listed in Form 1 matches with the shaded LRN in the front side of his/her Scannable Answer Sheet.**
- Leave the space blank if not a GASTPE grantee.
EVS - Education Voucher System
ECS - Education Contracting Service

_____ Room Examiner

_____ School

NETRC Form 2

SEAT PLAN

Testing Program: _____

REGION: _____

SCHOOL NAME/TESTING CENTER: _____

DATE OF EXAM. _____

DIVISION: _____

SCHOOL ADDRESS: _____

ROOM NO. _____

Name Exam. No. TB No.					
1	2	3	4	5	6
Name Exam. No. TB No.					
7	8	9	10	11	12
Name Exam. No. TB No.					
13	14	15	16	17	18
Name Exam. No. TB No.					
19	20	21	22	23	24
Name Exam. No. TB No.					
25	26	27	28	29	30

Exam. No. - Examinee Number in the Answer Sheet
TB No. - Test Booklet Number

ROOM EXAMINER'S SIGNATURE OVER PRINTED NAME

SCHOOL where Room Examiner teaches

Form 5

**TEST BOOKLET QUANTITY and COMPLETENESS
VERIFICATION SHEET**

Name of School: _____ Region: _____
 School ID: _____ Division: _____

PRE-TEST

1. How many test booklets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials:
 _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?

5. If excess, how many? _____
6. What is/are the Serial Number/s?

POST-TEST

1. After retrieval, are the test booklets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s? _____

Prepared by:

 Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

 Signature over Printed Name of Chief Examiner

 School

NOTE: This form is to be submitted separately to the DTC.

NETRC Form 6

**ANSWER SHEET QUANTITY and COMPLETENESS
VERIFICATION SHEET**

Name of School: _____ Region: _____
 School ID: _____ Division: _____

PRE-TEST

1. How many answer sheets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials:
 _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?

5. If excess, how many? _____
6. What is/are the Serial Number/s?

POST-TEST

1. After retrieval, are the answer sheets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s?

Prepared by:

 Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

 Signature over Printed Name of Chief Examiner

 School

NOTE: This form is to be submitted separately to the DTC.

NETRC Form 7

Room Examiner's Test Administration - Evaluation Report

Testing Program: _____ Date: _____
 Region: _____ Division: _____ Testing Center/School: _____ Room No. _____
 Name of the Room Examiner: _____
 Printed Name Signature

Direction: Please complete/answer truthfully and objectively all the subsequent indicators.

A. Fill in the blanks:

- Number of Registrants in the Examination Room _____ Actual Examinees _____
- Were the following Testing Staff in this Testing Center coming from another School?
 Room Examiners: _____ Yes _____ No Room Supervisors: _____ Yes _____ No
- From what School are you teaching? _____
- Specifics of the Test Materials Received:

4.1 Test Materials	Quantity	No. of copies needed if insufficient	TMs Condition/Remarks
Test Booklets			
Answer Sheets			
Examiner's Handbook			
Name Grid Replica			
Form 1 and 2			
Form 7			
ETRE			

4.2 Condition of the Test Booklets	Quantity	Serial Numbers
In good condition		
Not in good condition		
- With misprints		
- With same Serial Numbers		
- With blurred Serial Numbers		
- Without Serial Number		

5. When were the Test Materials received from the Chief Examiner? _____

6. Number of Times Test Booklets were used: _____ Once _____ Twice _____ Thrice _____

B. Pre-test Activities. Describe the pre-test activities in terms of the following:

	Evident	Not Evident
• Distribution Activities: The Chief Examiner required each Examiner to count the Test Booklet in sealed plastic bags in the distribution room	-----	-----
• Testing room was ready	-----	-----
• List of examinees posted at the door	-----	-----
• First and last rows close to the walls	-----	-----

C. Test Proper

Rate yourself based on the following aspects:	Evident	Not Evident
1. Instruction on the accomplishment of name grid, personal information and shading the chosen answer was followed.		
2. Seats of absent examinees were left vacant. Hence, their Test Materials were kept in original plastic bags.		
3. Accomplishment of seat plan was well done.		
4. Time limit for testing was well adhered to.		

5. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam was in progress 1.2 Cheating in any form was strictly prohibited (e.g. talking to classmates, use of dictionary, cell phone, calculator, and the like).		
6. Refraining from the following were strictly followed: 2.1 reading/copying test items in the test booklet by the room examiner. Note that any violation has corresponding sanctions stipulated in DECS Order # 85 s. 1999 (found in page _____ in the Examiner's Handbook); and 2.2 explaining/translating to the examinees certain word/s used in the item.		
7. Kept custody on the TBs and ASs while test was in progress		

D. Post Test

Describe the procedure adopted in the retrieval of Test Booklets and Answer Sheets	Evident	Not Evident
1. Required each examinee to insert first Answer Sheet in the test booklet before submitting to you, the examiner.		
2. Checked the number of test booklets and Answer Sheets before the examinees were dismissed.		
3. Arranged the TBs and ASs according to serial numbers		
4. Placed the used Answer Sheets in original plastic bag		
5. Sealed the ETRE while still inside the examination room		
6. The ETRE contained the following: used Answer Sheets in plastic bag Forms 1 & 2 and Form 7 and the Time Record copied from the board		
7. The Test Booklets were counted and recounted by the: Chief Examiner Room Supervisor		
8. Unused Answer Sheets were submitted to the Chief Examiner/Room Supervisor at the time the examinees were accomplishing the last subtest.		
9. Retained the Name Grid Replica in the Testing Center		
10. Submitted the Examinee Stubs for Grade VI to the Chief Examiner		

Specify the problem(s) encountered, solution(s) you gave and the recommendations to improve the conduct of future national tests.

Problem 1: _____	
Solution/s made: _____	
Recommendation/s: _____	
Problem 2: _____	
Solution/s made: _____	
Recommendation/s: _____	



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Marikina Avenue
 Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kullhin
Office of the Secretary*

August 12, 1999

DECS ORDER
No. 85, s. 1999

**BREACH OF SECURITY IN NATIONAL EXAMINATIONS
 AND CORRESPONDING SANCTIONS**

**To: Bureau Directors
 Regional Directors
 Schools Superintendents
 Private Elementary and Secondary School Principals**

1. Pursuant to Paragraph 5 of DECS Order No. 78, s. 1999, and Paragraph 3 of DECS Memorandum No. 255, s. 1999, the following acts are deemed as violations/infractions of security pertaining to national examinations:

- a. Reading of test booklets other than the examinee;
- b. Loss of test booklets;
- c. Late submission of test booklets and/or answers sheets after the required time;
- d. Photocopying of test booklets;
- e. Infringement of copyright;
- f. Supplying the answers to examinees; and
- g. Allowing impostors and substitute examinees.

2. Any or all of the following sanctions will be imposed on any or all of the aforementioned violations:

- a. Withdrawal of incentives/benefits of those involved;
- b. Closure of testing center where the irregularity/ies occurred; and
- c. One to three-month suspension of salaries of those concerned.

3. In the case of infringement of copyright, legal remedies will be considered.

4. Strict compliance with and wide dissemination of this Order are hereby enjoined.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
 Secretary



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**No parts of this handbook may
be reproduced in any form.**

Prepared by:

Test Development Division