



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 11, 2000

DECS ORDER
No. 8, s. 2000

**MAY 2000 NONFORMAL EDUCATION ACCREDITATION
AND EQUIVALENCY (NFE A&E) TESTS**

To : Undersecretaries
Assistant Secretaries
Regional, Bureau and Center Directors
Schools Division Superintendents
Heads of Private Schools

1. The May 2000 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on 7 May, 2000 to qualified residents in the approved sites of the ADB – assisted Philippines Nonformal Education Project in the following Regions:

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| • National Capital Region | - All Schools Divisions |
| • Region V | - Catanduanes, Masbate and Sorsogon |
| • Region VII | - Cebu City, Lapu-lapu City and Mandaue City |
| • Region XII | - North Cotabato, Sultan Kudarat |
| • Region IV | - Mindoro |
| • Region VI | - Aklan, Antique |
| • Region VIII | - Southern Leyte, Northern Samar |
| • Region IX | - Zamboanga del Norte, Zamboanga del Sur |
| • Cordillera Administrative Region | - Abra |
| • Autonomous Region for Muslim Mindanao | - Maguindanao, Lanao del Sur I |

2. The prospective NFE A&E registrants/examinees are Out-of-School Filipinos aged 15 years and above (as of May 07, 2000) who are basically literate or have completed the Functional Education and Literacy Program (FELP).

3. Any misrepresentation made by any registrant with regards to his/her identity, age and status (out-of-school) will render the registration and the test result invalid.

4. The NFE A&E Tests are open to prospective examinees from either of the following categories:

- Learners who have attended or are attending learning sessions conducted by Service Providers contracted under the NFE A&E System, or
- Qualified individuals who have not enrolled nor attended the NFE A&E learning sessions but have been found to be qualified to take the tests after undergoing the screening process to be conducted by the Test Registration Officer assigned in the Registration Center.

Those who have met the abovementioned qualifications will be allowed to register upon presentation of two copies of recent 1"x1" photographs (taken within the past twelve months) and any authentic proof of identification as listed in Inclosure No.1. Applicants without photographs and authentic proof of identification will not be registered. Those who are currently enrolled as students in the formal school system are not allowed to register for the NFE A&E tests.

5. There will be two levels of the NFE A&E Tests – **Elementary Level** (approximately three hours) and **Secondary Level** (approximately three hours and forty-five minutes) which are paper and pencil-based tests with multiple choice type questions based on the skills and competencies detailed in the NFE A&E Curriculum Framework.

6. The NFE A&E System is a flexible learning system which recognizes prior learning gained outside the formal school. It is in this context that applicants who have not attended formal school may be allowed to take the tests provided they qualify in the screening process. Applicants who do not hold an elementary level certificate may opt to take the secondary level test, however, they should be made aware by the Test Registration Officer that if they fail to pass the Secondary Level Test, they will not receive any certificate. Prospective examinees are generally advised to select the appropriate level of the test using the last grade/year completed in the elementary or secondary formal school system as a guide.

7. The Registration Period for the NFE A&E Tests starts on 1 February, 2000 and ends on 26 March, 2000. There will **absolutely be no extension of the Registration Period** to provide time for processing of the forms and packaging of test materials.

8. There will **absolutely be no change in the date of the NFE A&E Tests.**

9. DECS has contracted the Center for Educational Measurement (CEM) to undertake the development and administration of the NFE A&E Tests and processing of the test results.

10. The Bureau of Nonformal Education (BNFE), in coordination with the Center for Educational Measurement (CEM), the National Educational Testing and Research Center (NETRC), the Regional Offices and Schools Divisions shall oversee this testing activity. The BNFE Director, Regional Directors and Schools Division Superintendents shall take charge of the effective supervision and administration of these tests in their respective sphere of responsibility. The National Educational Testing and Research Center (NETRC) shall assist in the monitoring of the test administration.

11. BNFE Staff will be assigned to the approved designated Registration Centers from 27 – 30 March 2000 to check the registration forms and to oversee the preparation of the final lists of qualified examinees.

12. After the registration period, the Test Registration Officer shall prepare the list of qualified examinees in four (4) copies, two of which will be given to the Division NFE Supervisor and Testing Center Administrator. The original and second copies will be brought by the BNFE staff to the Central Office for reference of the BNFE and CEM. **No other name shall be added to this final list nor will anyone whose name is not found in the list be allowed to take the test.**

13. The Test Registration Centers are public or private elementary or high schools which are designated by the Schools Division Superintendents. These centers shall have the necessary facilities as detailed in Inclosure No. 1. **These Test Registration Centers shall also serve as the Testing Centers so the registrants will know where to go on Testing Day. No change of Testing Centers will be allowed unless absolutely necessary and with written approval of the Undersecretary for Programs and Projects or the Director IV of the BNFE.**

14. **No fees shall be paid by the test registrants/examinees.**
15. **The BNFE and CEM officials shall conduct an Orientation on the NFE A&E Test Administration for Regional and Assistant Regional Directors, Schools Division Superintendents, Assistant Schools Division Superintendents in-charge of NFE, Regional NFE Chiefs and Assistant Chiefs and NFE Division Supervisors of the aforementioned sites two weeks before the Test.**
16. **Two days before the Tests, an Orientation will be conducted in the Division Level for the Test Center Administrators, Examiners and Roving Proctors and other concerned staff on the Conduct of the NFE A&E Tests and the use of the Examiner's Manual for Test Administration.**
17. **Attached are the following Inclosures:**
- No. 1 - Registration Procedures at the Designated Registration Centers
 - No. 2 - Guidelines on the Administration of the NFE A&E Tests
 - No. 3A - NFE A&E Test Registration Form (Elementary Level)
 - No. 3B - NFE A&E Test Registration Form (Secondary Level)
 - No. 4 - NFE A&E Test Form 1
 - No. 5 - List of Designated NFE A&E Testing Centers
 - No. 6 - DECS Order No. 85, s. 1999
18. **Any breach of security and any violation of policies governing the administration of the NFE A&E Tests, such as allowing nonqualified persons to register and take the test, reading of the test booklets by persons other than the qualified examinees, photocopying of the test booklets, supplying answers to the test questions to the examinees and other related acts will be dealt with accordingly.**
19. **Provisions stated in the NFE A&E Manual of Operations and other DECS Orders which are contrary to the provisions of this Order are hereby rescinded.**
20. **Immediate and wide dissemination of the contents of this Order to all concerned is desired.**

Andrew B. Gonzalez
ANDREW B. GONZALEZ, FSC
 Secretary

References : DECS Order Nos. 22, 40, 85 and 92 s. 1999
 Allotment : 1 - (D.O.50 - 97)

To be indicated in the Perpetual Index

under the following subjects:

ACCREDITATION NONFORMAL EDUCATION
 EQUIVALENCY TEST POLICY
 EXAMINATION

REGISTRATION PROCEDURES AT THE DESIGNATED REGISTRATION CENTERS

Qualified individuals who are interested to take the NFE A&E Tests may register in the approved Test Registration Centers with the Test Registration Officer who may either be the NFE District Coordinator or a teacher who is assigned in the school designated as the Registration Center, preferably a resident in the area, who is duly designated by the Principal to perform this task.

The Registration Form shall be accomplished by the **Registrant**. Successful accomplishment of the registration form is part of the screening process. **The Test Registration Officer will be held liable and responsible for registering any one who is not qualified or anyone who has not submitted the required documents upon registration.**

The Test Registration Forms should not be given to Service Providers nor to the Instructional Managers for them to register their learners nor should these be brought outside the designated Registration Center.

The Registrants shall **personally** accomplish the Registration Form in the Registration Center and shall:

1. present any **one** of the following documents as a proof of their identity:
 - Birth or baptismal certificate
 - Marriage contract
 - Community Tax Certificate
 - Certification as to their identity, residence and date of birth duly signed by the Barangay Captain concerned
 - Latest report card issued by the last school attended
 - Voter's Identification Card or Tax Identification Number
 - Driver's License
 - Passport
 - Other authentic documents bearing the date of birth and signature of registrant
2. provide all the required data and **affix their signature** on the space provided for it.
3. provide **two (2) copies** of their latest 1"x1" picture (which resemble them and taken within one year), **affixing their signature diagonally across the lower right hand corner of the picture**. Qualified interested applicants **without two copies 1"x1" identification pictures shall not be registered**. They should be advised to register at any day within the registration period when they can present these requirements.
4. submit the Test Registration Form to the Test Registration Officer. (The upper portion of the Test Registration Form will be retained by the Test Registration Officer).
5. get the lower portion of the Test Registration Form for safekeeping and presentation to the Examiner on the day of the Test, without which he/she will not be allowed to take the test and for presentation to designated officials in claiming the test results.

The secondary level registrants shall be advised to be at the Testing Center **before 7:30 a.m.** and the elementary level registrants shall be advised to be at the Testing Center **before 1:30 p.m.** on the day of the test, bringing with them the lower portion of the Test Registration Form.

The original copy of the upper portion of the Registration Forms will be brought by the BNFE staff to the DECS Central Office for photocopying and further documentation. These will be brought to the Testing Centers two days before the test.

Important Information about the NFE A&E Test Registration and Testing Centers:

The NFE A&E Test Registration Centers will also operate as Testing Centers. The Schools Division Superintendents will choose the Registration Centers which will serve as Testing Centers based strictly on the following criteria to ensure the security and integrity of the test:

These criteria include the following:

- buildings where testing rooms are located shall be in contiguous location
- testing venues must have easy and secure access to clean toilets (with doors)
- testing venues should be free from external distraction and interruptions, e.g., noise, pollution, etc.
- testing venues should be accessible by public transportation
- testing venues should be located in an area without peace and order problems
- testing rooms must have adequate lighting and ventilation
- testing rooms must be large enough to easily accommodate thirty adults seated in armchairs
- testing rooms must have only thirty armchairs per room
- testing rooms must have clocks hanging on the wall behind the examiner's table for examinees to check the time

There will be at most thirty (30) examinees per room.

There will be no change of testing centers nor will there be testing centers added to the approved list unless extremely necessary and with written of the Undersecretary for Programs and Projects or the Director IV of the BNFE.

Jails in the project sites may also be designated as testing centers when all the following conditions are met:

- There are at least ten (10) qualified registrants
- There is a letter request from the Superintendent endorsed by the Regional Director
- There is a letter from the Mayor and the Jail Warden assuring the security and safety of the DECS staff assigned during the registration and administration of the test
- Testing rooms with adequate facilities will be provided for the test
- No test will be administered in an open space

A complete list of approved NFE A&E Testing Centers in each District should be made available at the Division and District Offices.

Flow of Documents to be Accomplished During and After the Registration Period:

- The lower portion of the NFE A&E Test Registration Form shall be given to the registrant for safekeeping and presentation to the Examiner on the day of the tests. This should not be retained by the Test Registration Officer nor given to the Instructional Managers.
- The upper portion of these Test Registration Forms shall be turned over by the Test Registration Officer to the BNFE Staff assigned in the area.
- The duly accomplished upper portion of these Test Registration Form shall be retained by the Test Registration Officer and shall be turned over to the BNFE staff. This shall be used as the

basis by the Test Registration Officer in accomplishing the NFE A&E Test Form 1 which is the List of NFE A&E Registrants by Testing Room, with the surnames arranged alphabetically. The number of examinees per testing room is limited to only **thirty (30)**, except for the last room which may have less than thirty examinees. Differently – abled registrants shall be assigned to a testing room in the ground floor nearest the gate and/or toilet.

- This Form 1 shall be accomplished by the Test Registration Officer in four copies, two of which will be given to the Test Center Administrator for the Examiner's use on the day of the Test and one to be posted outside the Testing Room the day before the Test. The original and second copies for BNFE and CEM shall be given to the BNFE staff assigned to the area.

Important Information About the NFE A&E Registration Forms:

- The Division Office and the Test Registration Officer should keep track of the serial numbers of the registration forms issued. A tracking form will be issued by the BNFE for this purpose.
- Each Registration Form has a **unique** five – digit identification number. Registration forms shall not be photocopied for distribution. Sufficient Registration Forms shall be provided by BNFE and additional forms will be made available upon request.
- Registration Forms are color-coded: The forms with two diagonal lines and blue-colored letters "NFE – E" and five –digit numbers are to be used for the elementary level and the forms with three diagonal lines and green-colored letters "NFE – S" and five – digit numbers are to be used for the secondary level.
- "NFE – E" Forms shall only be used for elementary level and not for secondary level and "NFE – S" Forms shall only be used for the secondary level.
- All unused forms shall be returned to the BNFE staff assigned in the area immediately after the registration period.
- Old registration forms issued for the 13 June and 27-28 November, 1999 tests **shall not** be used.
- Should additional registration forms be needed, BNFE will send these forms to the Division Offices concerned upon request

GUIDELINES ON THE ADMINISTRATION OF THE NFE A&E TESTS

The following guidelines are to be followed to cause smooth and effective administration of the NFE A&E Tests:

A. Overall Management and Supervision of the Officials involved in the conduct of the NFE A&E Tests and their functions:

1. *National Level*

BNFE Director

- Schedules the Orientation (to be conducted by BNFE, CEM and NETRC) of the:
 - BNFE, CEM and NETRC Staff involved in the NFE A&E Tests
 - Regional Directors, Assistant Regional Directors, Superintendents, Assistant Superintendents, NFE Chiefs and Assistant Chiefs and Division NFE Supervisors
- Coordinates with the Regional Offices, and Division Offices on matters relative to the Registration and Test activities
- Stays in the DECS Central Office and oversees the general conduct of the tests through appropriate communication channels
- Provides assistance to requests/calls received
- Responds to any eventualities
- Receives reports on Registration and Test activities

BNFE, CEM and NETRC Staff

- Conduct orientation of the BNFE, CEM and NETRC Staff, Regional Directors and Assistant Directors, Superintendents and Assistant Superintendents, NFE Chiefs and Assistant Chiefs, and Division NFE Supervisors on the conduct of the Tests and the use of the Examiner's Manual for Test Administration
- Monitor the administration of the Tests
- Ensure the security of the test materials
- Interview learners in the elementary and secondary levels after the tests
- Retrieve the required reports from the Regional and Division Management Committees
- Prepare a report on the observations made on testing day for submission to BNFE
- Jointly select the Examiners during the Orientation together with the Superintendent, who appoints the examiners (and roving proctors) based on the criteria set

The CEM staff shall bring the test materials to the Testing Centers, distribute and retrieve the same.

2. *Regional Level*

Regional Director

- Ensures the smooth operation and effective administration of the NFE A&E Tests in the Region
- Organizes and chairs the Regional Test Management Committee (RTMC) composed of the Assistant Regional Director as the vice chair, the NFE Chief and Assistant Chief, Regional NFE Supervisors as members, to supervise the conduct of the tests in the Region. The NFE Chief will serve as the Regional Test Coordinator.
- Ensures the smooth operation and effective administration of the NFE A&E Tests in the Region.
- Oversees the general conduct of the tests in the region
- Monitors the conduct of the tests in selected sites

- Grants service credit to concerned deserving teachers as recommended by the Superintendents

Regional Test Management Committee

- Monitors the test administration in Divisions with large number of registrants
- Records all problems and difficulties encountered and steps taken to solve them for submission to the BNFE/CEM/NETRC staff assigned in the Testing Center

The Regional Testing Coordinator shall orient the Regional NFE Supervisors on the policies regarding the conduct of the tests.

3. **Division Level**

Schools Division Superintendent

- Organizes and chairs the Division Test Management Committee to oversee the smooth and efficient administration of the NFE A&E Tests in the Division. The members of this Committee are the Assistant Schools Division Superintendent in charge of NFE as co-chair, the NFE Division Supervisor as Vice Chair, and the Testing Center Administrators as members
- Designates Registration Centers which will also serve as Testing Centers based on the criteria set
- Signs the NFE A&E Test Form 1 (final lists of registrants) as to the authenticity and finality of the lists of registrants
- Facilitates the conduct of the orientation and allows all concerned to attend the orientation
- Attends the orientation to be conducted by BNFE, CEM and NETRC
- Appoints the NFE Supervisor (or any Supervisor in the absence of the NFE Supervisor) as the Division Testing Coordinator and the School Head of the Testing Center as the Testing Center Administrator
- Recommends Division and District Supervisors, school heads, master teachers, District NFE Coordinators and teachers who are not NFE A&E Instructional Managers to serve as Examiners and Roving Proctors in accordance with the criteria for selection
- Appoints examiners and roving proctors jointly selected by them, the BNFE and CEM staff during the Orientation. Room assignments of the examiners and roving proctors will be determined during or after the Orientation.
- Facilitates the smooth administration of the tests
- Monitors the administration of the tests
- Recommends approval/grant of service credit to concerned deserving teachers

Division Management Committee

- Monitors the test administration in respective area
- Records all problems and difficulties encountered and steps taken to solve them for submission to the BNFE/CEM/NETRC staff assigned in the testing center

Division Test Coordinator (Division NFE Supervisor)

- Serves as member of the Division Test Management Committee
- Attends the orientation to be conducted by BNFE, CEM and NETRC
- Checks the list of registrants for each Testing Room and Testing Center - arranged alphabetically per testing room with at most 30 examinees per room
- Coordinates and monitors the conduct of the NFE A&E Tests in the Division
- Signs the final lists of registrants in the absence of the Superintendent and Assistant Superintendent in charge of NFE

Testing Center Administrator (The Principal of the School Where the Tests Are Held)

- Serves as member of the Division Test Management Committee

- Designates the NFE Coordinator or any teacher who is assigned in the school designated as the Registration Center, preferably a resident in the area to serve as the Test Registration Officer
- Attends the Orientation on the NFE A&E Test Administration to be conducted in the Division Office
- In coordination with the District Supervisor, makes arrangements on the schedule of work of the District NFE Coordinators during weekdays in such a way that they can register interested applicants late in the afternoons, and on Saturdays and Sundays during the registration period.
- Provides streamers or posters announcing the schedule of the tests, with the school serving as the registration and testing center
- Provides directional signage to the assigned testing rooms
- Provides the examination rooms with 30 armchairs per testing room at least two days before the examination day
- Makes available clean toilets with doors for use during the tests
- Ensures working clocks are available in testing rooms
- Makes available a Master List of Examinees Per Testing Room the day before the and on the day of the Tests
- Provides one room as Test Distribution Center, preferably his/her office
- Provide easy access to testing rooms to differently – abled examinees
- Provides a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information
- Ensures that only authorized personnel with Identification Cards provided by BNFE and qualified examinees are allowed to enter the school compound on the day of the Tests
- Assists in the supervision of the overall conduct of the tests
- Assists in safeguarding the confidentiality of the test materials
- Records all the problems and difficulties encountered and steps taken to solve them for submission to the BNFE/CEM/NETRC staff assigned in the Testing Center
- Assigns the school security guard, janitor or one staff at the gate to ensure that only authorized personnel with identification cards provided by BNFE and examinees, who will present the lower portion of the Registration slip, are allowed in the school/testing center on testing days.

Chief Examiner (CEM Staff assigned in the Testing Center)

- Distributes the Test Materials to the Examiners before 7:00 in the morning and before 1:00 in the afternoon on the day of the Tests
- Distributes the test materials and the answer sheets to the Examiners
- Retrieves the test materials and the answer sheets from the Examiners and ensures that all these materials are accounted for
- Receives the reports of the Testing Center Administrator
- Monitors the test administration
- Sees to the security of the test materials

Test Registration Officer (District NFE Coordinator or any teacher assigned by the Principal, but is a teacher in the school designated as the Registration Center, preferably a resident in the area)

- Checks whether the applicant-registrant is qualified in terms of residence, age and status (out-of-school)
- Checks that the two copies of 1"x1" photographs show the likeness of the applicant and sees to it that these are signed diagonally across the lower right portion of the picture and pasted on the space provided.

- Explains how the registration form will be accomplished (but will not accomplish it for the registrant)
- Sees to it that the registration form which declares that the data entered are true and correct is signed by the registrant after all the data have been filled
- Does not register any applicant who has not submitted all the documents required
- Conducts the registration activities **only** in the designated Registration Center
- Keeps track of the serial numbers of test registration forms issued using the forms provided by the BNFE
- Prepares lists by 30's in alphabetical order except for the differently-abled registrants who shall be assigned to a testing room in the ground floor nearest the gate and/or toilet
- Signs the lists and submits to the BNFE staff assigned in the area

Examiner (who is not an NFE A&E Instructional Manager nor Service Provider)

- Attends the orientation of the examiners and roving proctors to be conducted by the Division Test Management Committee
- Familiarizes himself/herself with the Examiner's Manual for Test Administration before the day of the Tests
- Goes to the Testing Center the day before the Tests to check that there are only (30) armchairs in the testing room, prepares the board work and posts the NFE A&E Test Form I - List of Examinees by Testing Room near the door of the Testing Room
- Reports to his/her assigned Examination Center to receive the test materials from the Chief Examiner before 7:00 a.m. and 1:00 p.m. on the days of the Tests
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room
- Checks the identity of the examinees with the registration forms before allowing them to enter the Testing Room
- Gives preliminary instruction to examinees before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration
- Distributes **systematically** the test materials to the examinees in accordance with the Examiner's Manual for Test Administration
- Answers queries from examinees regarding preliminary instructions
- Administers the tests in the testing room **strictly in accordance with the Examiner's Manual for Test Administration**
- Goes around the room while the test is in progress to find out if the examinees are following directions correctly (that they are writing the answers on the answer sheets and not on the test booklet nor scratch paper) but does **not** read the test questions
- Retrieves **systematically** the Test Booklets as well as the Answer Sheets after the time allotted for the test. Examinees shall **not** be allowed to stand, go around or leave the room while retrieval is being done and after ensuring that all the test booklets and answer sheets have been collected and accounted for
- Returns **all the Test Booklets, Answer Sheets, and Examiner's Manual for Test Administration** to the Chief Examiner who is a CEM Staff
- Accomplishes and submits all the required reports to the Chief Examiner

Examiners will be selected jointly by the Schools Division Superintendent, and the BNFE/CEM/NETRC staff in accordance with the following criteria:

- commanding personality with modulated voice
- honesty and probity
- commitment
- satisfactory performance during the conduct of the tests in June and/or November (if applicable)

Roving Proctor who is not an NFE A&E Instructional Manager (one for every five testing rooms)

- Goes around the Testing Rooms and gives assistance to the Examiners whenever necessary. (Does not stay in one room together with the other roving proctors).
- Accompanies the Examinees to the restroom and/or clinic whenever necessary

Janitor (one for every seven testing rooms)

- Under the direction of the Testing Center Administrator, arranges the testing rooms, making sure that there are only thirty (30) armchairs inside the testing rooms. Extra armchairs shall be placed outside the rooms.
- Sees to the availability and cleanliness of the toilets and rooms before and after the tests
- Returns the armchairs inside the testing rooms after the tests
- If assigned by the Principal, stays at the gate and sees to it that only the examinees, DECS and CEM officials and staff with ID Cards provided by BNFE are allowed in the Testing Center during the testing day

In view of the findings of the recently concluded Monitoring of NFE A&E Registration activities for the November Tests, which showed lesser number of registrants, the following guidelines will be observed in assigning the number of Examiners and Roving Proctors in the concerned Testing Centers for cost – effectiveness. When there is/are:

1. Only one testing room in the Testing Center
 - CEM Chief Examiner will serve as the Examiner; and
 - There is **no** need to assign an Examiner nor a Roving Proctor
 - BNFE/NETRC staff will serve as the Roving Proctor
2. Two testing rooms:
 - There will be one (1) Examiner for every Testing Room
 - There is **no** need to assign a Roving Proctor BNFE/NETRC Staff will serve as Roving Proctors
3. For three or more rooms

There will be one (1) Examiner for every Testing Room, one (1) Roving Proctor for every five (5) testing rooms. One staff from BNFE/NETRC and CEM will be assigned in the Testing Center. In some instances when there are less than five examinees in excess of the last group of 30, the Chief Examiner (CEM) is authorized to assign the examinees to other rooms.

There will be no room for latecomers. Policies regarding latecomers will be issued at a later date.

The *School Head of the Testing Center* will serve as Testing Center Administrator on testing day, regardless of the number of testing rooms

Service Credit and Honorarium

All duly designated officials and staff who will serve during the conduct of the tests will be given honorarium for the service rendered. Moreover, teachers serving as examiners and roving proctors will be given service credit of two days for the actual service rendered the day before and during the tests.

The District NFE Coordinators/duly designated teachers who will register applicants in the evenings and on Saturdays and Sundays during the registration period will be granted one day service credit for every eight (8) hour actual service rendered as verified by the school head upon presentation of a duly accomplished Form 48. The duly accomplished Form 48 shall be submitted to the Regional Director for the grant of the service credit.

B. Procedures to be Followed Before and During the Test Administration

Phase 1: Pre-Administration

At Least Two Weeks Before the Test

1. The Regional and Assistant Regional Directors, NFE Chiefs and Assistant Chiefs, Schools Division Superintendents, Assistant Schools Division Superintendents and NFE Division Supervisors of the testing sites shall attend the Orientation in designated places to be conducted by the BNFE, CEM and NETRC.

Two Days Before the Test

1. Upon arrival at the Division, the CEM, BNFE and NETRC Staff shall go to the Division Office to meet with the Schools Division Superintendent and the Division Test Coordinator.
2. BNFE, CEM and NETRC Staff shall serve as resource persons in the Orientation to be conducted in the Division Level for the Testing Center Administrators, Examiners and Roving Proctors on the Test administration and the use of the Examiner's Manual for Test Administration. The Division Superintendent shall facilitate the conduct of this Orientation.

The Day Before the Test

1. A day prior to the administration of the Test, the Examiners must check the Testing Room, prepare the board work in accordance with the format to be provided by the BNFE and check that there are only thirty armchairs in each testing room. No more than thirty armchairs should be in any one testing room.

Phase 2: During the Test Administration Day

1. The Chief Examiner, who is a CEM staff, turns over the materials to the Examiners before 7:00 a.m. and before 1:00 p.m. on the day of the Tests.
2. Without opening the seal, the Examiner counts the number of the tests materials in the presence of the Chief Examiner, the BNFE/CEM/NETRC Staff and signs the Acknowledgement Forms stating the number and condition of the Test Booklets and Answer Sheets received.
3. The Examiner should remember that the time frame for each "Bahagi" of the tests for guidance only but the total time frame for the whole test is fixed and must be observed. Refer to the Examiner's Manual for Test Administration for details.

Phase 3: Retrieval of Test Materials

1. After the test, the Examiner, shall collect systematically the Test Booklets and Answer Sheets and verify that all the test booklets and answer sheets are collected before allowing the examinees to leave. The used Test Booklets shall be arranged together with any unused ones consecutively by serial number and returned to the plastic bags for submission to the Chief Examiner.
2. The Examiner shall likewise submit the List of Actual Examinees who took the tests and all the required reports to the Chief Examiner.
3. The Chief Examiner shall receive all the Test Materials and Reports.

The Rules and Penalties Governing the NFE A&E Test Administration Process

The examinees will be required to strictly comply with the rules governing the administration of the NFE Tests. These include:

- Eating, drinking and smoking are not allowed in the Testing Room
- All bags, learning materials, notebooks and calculators are to be placed in front of the chalkboard near the Examiner's/teacher's table. Calculators shall immediately be confiscated if examinees are caught using these during the tests.
- Silence shall be observed once the test booklets have been distributed
- Examinees are not permitted to leave the Testing Room at any time except to go to the toilet under the supervision of a Roving Proctor
- Examinees must follow the instructions of the Examiner at all times
- Examinees shall not be allowed to stand, go around or leave the room while the retrieval of the test booklets and answer sheets is going on

Registrants/Examinees who misrepresent themselves with regards to age, residence and status (out-of-school) and are caught cheating, plagiarizing or attempting to substitute examinees, or having themselves substituted by another person will automatically have their registration and test papers and test results cancelled/invalidated and they will be disbarred from taking the NFE Test again for a period of two (2) years.

Distribution and Retrieval of Test Materials

The distribution and the retrieval of test materials require utmost care, diligence and vigilance on the part of the Chief Examiners and Examiners and Roving Proctors to ensure the confidentiality of the test materials and integrity of the tests.

Release of Test Results

Results of the Tests will be announced in July 2000 and will be released to the Schools Division Superintendent who will, in turn, release the results to the District Supervisors in whose district the tests were administered. Notices will be issued to inform the examinees where they can get their test results upon presentation of the lower half of the Registration Form or an authentic proof of identification. Information notices regarding the release of results will also be published in national and local papers and announced over the radio.

Issuance of Certificates

NFE A&E Certificates signed by the DECS Secretary may be issued to successful examinees during a local NFE A&E Graduation Ceremony by local DECS officials. Those unable to attend the Graduation ceremony may get their certificates from the District Offices upon presentation of the lower portion of the Registration Form or any authentic proof of identification.

Options Available to Learners after they Successfully Pass the NFE A&E Tests

NFE A&E Learners wishing to return to the formal Elementary and Secondary school system will need to take the existing Philippines Educational Placement Test (PEPT) for an assessment of their specific grade/year levels for placement purposes.

Those who passed the secondary level test who may wish to enter formal and nonformal training programs offered by the Technical Education Skills and Development Authority (TESDA), will be accepted into TESDA-administered post-secondary schools while to pursue further vocational training opportunities without undertaking entrance or preliminary tests and the usual TESDA

screening, pursuant to the Memorandum of Agreement (MOA) signed by DECS and TESDA on October 8, 1999 (Refer to DECS Order No. 110, s. 1999).

BNFE is still in the process of seeking formal agreements with agencies, institutions and organizations offering post-elementary and post-secondary, tertiary academic, technical and vocational training courses/programs in order to articulate with the training programs of these institutions and the Civil Service Commission for government employment. Ultimately, all qualifiers will hopefully enter/re-enter the world of work with an improved capacity for generating an income and improving their own economic situation and that of their families.

Sasagutan ng Nagpapatala



Kagawaran ng Edukasyon, Kultura at Isports
Kawanihan ng Edukasyong Nonformal
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: _____
(buwan/araw/taon)

Apelyido: _____
Pangalan: _____
Apelyido ng Ina: _____

Lagyan ng 1x1 na larawan. Lagdaan sa kanang gilid na sulok sa ibaba ng larawan.

Tirahan: _____
(Kalye) (Barangay) (Munisipalidad/Siyudad) (Probinsiya/Rehiyon) Telepono

Petsa ng Kapanganakan: _____
(buwan/araw/taon) Kasarian: Lalaki Babae Estado: Dalaga/Binata May Asawa

Natapos na Antas ng Pag-aaral: Elementarya: Taon: 19__ Sekondarya: Taon: 19__
 I II III IV V VI 1st 2nd 3rd 4th Biyuda/Biyudo Hiwalay sa Asawa

Hanapbuhay _____ Buwanang Kita: _____ (Kung mayroon)

Relihiyon: _____ Wika: _____ Kultural/Katutubong Pangkat: _____

Nagpapatala sa NFE A&E LSDS Hindi nagpapatala sa NFE A&E LSDS Nagtapos sa FELP

Kung Nagpapatala, pangalan ng Service Provider: _____

Katunayang Mapagkikilantan: _____
Katibayan ng Kapanganakan _____ Katibayan sa Kasal _____ TIN ID _____
Kard sa Paaralan _____ Katibayan ng Barangay Kapitan _____ Lisensiya _____
ID ng Botante _____ Pasaporte _____ Iba pa (Pakisulat): _____
SSS ID _____ Sedula _____

Sentro ng Pataalan ng NFE A&E Test: _____

Ako ay nagpapatunay na ang lahat ng mga nasusulat dito ay totoo at tama

(Pangalan at Lagda ng Opisyal na Tagapagtala)

(Lagda ng Nagpapatala)

(Pagkatapos lagdaan ng Opisyal na Tagapagtala, putulin sa ganap na larawan sa Opisyal na Tagapagtala ang itaas na bahagi)

Sasagutan ng Nagpapatala



NEE ACCREDITATION AND EQUIVALENCY SYSTEM
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pang-Elementarya)

Kopya para sa Nagpapatala
Bilang ng Nagpapatala: **NFE-E00001**

Petsa ng Pagpapatala: _____
(buwan/araw/taon)

Pangalan: _____
(Apelyido) (Pangalan) (Apelyido ng Ina)

Petsa ng Pagsusulat: May 7, 2000 Oras ng Pagsusulat: 1:30 NH

Sentro ng Pataalan ng NFE A&E Test: _____

Lagyan ng 1x1 na larawan. Lagdaan sa kanang gilid na sulok sa ibaba ng larawan.

Ako ay nagpapatunay na ang lahat ng mga nasusulat dito ay totoo at tama.

(Pangalan at Lagda ng Tagapagtala)

(Lagda ng Nagpapatala)

PAALAALA: Ito ay magsisilbing permiso sa pagkuha ng pagsusulat. Dalhin ito sa araw at lugar ng pagsusulat. Sinumang walang dala nito ay hindi makakakuha ng pagsusulat. Kailangang magdala ng lapis (Mongol No. 2) sa araw ng pagsusulat.

Sasagutan ng Nagpapatala

Kagawaran ng Edukasyon, Kultura at Sports
**Kawanihan ng Edukasyong Nonformal
Porma sa Pagpapatala sa NFE A&E Test
(Antas Panssekondarya)**



Apelyido: _____
Pangalan: _____
Apelyido ng Ina: _____

Lagyan ng 1x1 na larawan. Lagdaan sa kanang gilid na sulok sa ibaba ng larawan.
Lagda

Tirahan: _____
(Kalye) (Barangay) (Munisipalidad/Siyudad) (Probinsiya/Rehiyon) Telepono
Petsa ng Kapanganakan: _____ Kasarian: Lalaki Babae Estado: Dalaga/Binata
(buwan/araw/taon) May Asawa
Natapos na Antas ng Pag-aaral: Elementarya: Taon: 19__ Sekondarya: Taon: 19__
 I II III IV V VI 1st 2nd 3rd 4th Hiwalay sa Asawa

Hanapbuhay: _____ Buwanang Kita: _____ (Kung mayroon)
Relihiyon: _____ Wika: _____ Kultural/Katutubong Pangkat: _____
 Nagpapatala sa NFE A&E LSDS Hindi nagpapatala sa NFE A&E LSDS Nagtapos sa FELP

Kung Nagpapatala, pangalan ng Service Provider: _____
Katunayang Mapagkikilalan: _____ Katibayan ng Kapanganakan _____ Katibayan sa Kasal _____ TIN ID
_____ Kard sa Paaralan _____ Katibayan ng Barangay Kapitan _____ Lisensiya
_____ ID ng Botante _____ Pasaporte _____ Iba pa (Fakisulat):
_____ SSS ID _____ Sedula _____

Sentro ng Patalaan ng NFE A&E Test: _____

Ako ay nagpapatunay na ang lahat ng mga nasulat dito ay totoo at tama.

(Pangalan at Lagda ng Opisyal na Tagapagtala) (Lagda ng Nagpapatala)

(Pagkatapos lagdaan ng Opisyal na Tagapagtala, putulin sa _____ Muliwan sa Opisyal na Tagapagtala ang itaas na bahagi)

Sasagutan ng Nagpapatala



NEE A&E TEST AND EQUIVALENCY SYSTEM
Porma sa Pagpapatala sa NFE A&E Test
(Antas Panssekondarya)

Pangalan: _____
(Apelyido) (Pangalan) (Apelyido ng Ina)

Petsa ng Pagsusuli: May 7, 2000 Oras ng Pagsusuli: 7:30 NU

Sentro ng Patalaan ng NFE A&E Test: _____

Lagyan ng 1x1 na larawan. Lagdaan sa kanang gilid na sulok sa ibaba ng larawan.
Lagda

Ako ay nagpapatunay na ang lahat ng mga nasulat dito ay totoo at tama.

(Pangalan at Lagda ng Tagapagtala) (Lagda ng Nagpapatala)

PAALAALA: Ito ay magsisilbing permiso sa pagkuha ng pagsusuli. Dalhin ito sa araw at lugar ng pagsusuli. Sinumang walang dala nito ay hindi makakakuha ng pagsusuli. Kailangang magdala ng lapis (Mongol No. 2) sa araw ng pagsusuli.

NFE A&E Test Form 1

List of NFE A&E Registrants by Testing Room

Please Check:

Name of Testing Center: _____

Region: _____

Room No.: _____ Building: _____

Division: _____

Elementary Level

District: _____

Secondary Level

Date of Test: _____

	Name of Registrations/Examinees (In alphabetical order)	Date of Birth	Age	Sex	Registration No. (Letters and 5 digits)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
Total No. of Registrants:					

Test Registration Officer: _____
(Signature Over Printed Name/Date Signed)

BNFE Staff: _____
(Signature Over Printed Name/Date Signed)

Schools Division Superintendent: _____
(Signature Over Printed Name/Date Signed)

Important:

This NFE A&E Test Form 1 shall be accomplished by the Test Registration Officer in four (4) copies, two of which will be given to the Test Center Administrators for the Examiner's use on the day of the Test and one to be posted outside the Testing Room the day before the Test. The original and second copies for BNFE and CEM shall be given to the BNFE/NETRC staff assigned to the area.

LIST OF REGISTRATION/TESTING CENTERS
May 7, 2000 NFE A&E Tests

Reg./Div./Dist. Testing Centers	Reg./Div./Dist. Testing Centers
National Capital Region <ul style="list-style-type: none">• Caloccan City<ul style="list-style-type: none">☛ Grace Park Elem. School☛ Bagong Silang Elem. School☛ Caloccan City Jail• ValMaNa<ul style="list-style-type: none">☛ Marulas Elementary School☛ Tinajeros Elementary School☛ Navotas Elementary School• Quezon City<ul style="list-style-type: none">☛ Commonwealth High School☛ Don A. Roces Sr. Voc'l High Sch.☛ San Francisco High School☛ Quezon City Jail• Pasig/San Juan<ul style="list-style-type: none">☛ Pasig Elem. School☛ Pinaglabanan Elem. School• Marikina<ul style="list-style-type: none">☛ Marikina Elementary School• Mandaluyong<ul style="list-style-type: none">☛ Mandaluyong Elementary School• Pasay City<ul style="list-style-type: none">☛ Pasay City East High School☛ Apelo Cruz Elem. School• Makati<ul style="list-style-type: none">☛ Makati Elem. School☛ East Rembo Elem. School☛ Pio del Pilar Elem. School• Muntinlupa<ul style="list-style-type: none">☛ Alabang Elem. School☛ Muntinlupa Elem. School☛ Camp Sampaguita☛ Maximum Security• Taguig/Pateros<ul style="list-style-type: none">☛ Upper Bicutan Elem. School• Parañaque<ul style="list-style-type: none">☛ Parañaque Elem. School (Central)	<ul style="list-style-type: none">• Manila<ul style="list-style-type: none">☛ P. Gomez Elem. School☛ Villamor High School☛ Torres High. School☛ Manila City Jail• La Piñas<ul style="list-style-type: none">☛ Las Piñas Elem. School Region IV <ul style="list-style-type: none">• <i>Oriental Mindoro</i><ul style="list-style-type: none">☛ Bulalacao Central School☛ San Teodoro Central School☛ Baco Central School Region V <ul style="list-style-type: none">• <i>Sorsogon</i><ul style="list-style-type: none">☛ Casiguran Elem. School☛ Irosin Elem. School☛ Sta. Magdalena Elem. School• <i>Masbate</i><ul style="list-style-type: none">☛ Cawayan Central School☛ Pablo Conag Central School☛ Celera-Inocencio Elem. School☛ Placer BMJP• <i>Catanduanes</i><ul style="list-style-type: none">☛ San Andres Central School☛ Cabcab Central Elem. School☛ Agban Central Elem. School☛ Baras Central Elem. School☛ Tabugoc Central Elem. School☛ Pandan Central Elem. School Region VI <ul style="list-style-type: none">• <i>Antique</i><ul style="list-style-type: none">☛ Valderrama Central School☛ Laua-an Central School☛ Barbaza Central School• <i>Aklan</i><ul style="list-style-type: none">☛ Madalag Central Elem. School☛ Libacao Central Elem. School☛ Malinao Central Elem. School☛ Malay Elem. School

Reg./Div./Dist. Testing Centers	Reg./Div./Dist. Testing Centers
<p>Region VII</p> <ul style="list-style-type: none"> • Cebu City <ul style="list-style-type: none"> ☛ City Central School ☛ Zapatera Elementary School ☛ Tejero Elementary School ☛ Lahug Elementary School ☛ Bagong Buhay Rehabilitation Center (BBRC) • Mandaue City <ul style="list-style-type: none"> ☛ Mandaue Central School • Lapu-lapu City <ul style="list-style-type: none"> ☛ Lapu-Lapu City Central School ☛ Marigondon Elementary School ☛ Sta. Rosa Central School ☛ Pusok Eiemetary School ☛ Lapu-lapu City Jail <p>Region VIII</p> <ul style="list-style-type: none"> • Southern Leyte <ul style="list-style-type: none"> ☛ Las Navas Central School ☛ Lope de Vega Central School ☛ Silvino Lobos Central School • Northern Samar <ul style="list-style-type: none"> ☛ Maasin I Central School ☛ Silago Central School ☛ Sogod Central School <p>Region IX</p> <ul style="list-style-type: none"> • Zamboanga del Sur <ul style="list-style-type: none"> ☛ Alicia Central School ☛ Lapuyan Central School ☛ Midsalip Central School • Zamboanga del Norte <ul style="list-style-type: none"> ☛ Baliguian Central School ☛ Siayan Central School ☛ Sibuco Central School (Mainland) ☛ Malayal Central School (Coastal) 	<p>Region XII</p> <ul style="list-style-type: none"> • Cotabato <ul style="list-style-type: none"> <i>Kabacan</i> ☛ Kabacan Central Pilot School <i>Carmen</i> ☛ Carmen Central Pilot School <i>Pikit</i> ☛ Takepan Central Pilot School (Pikit North) ☛ Pikit South Central Pilot School ☛ Silik Central School (Pikit West) • Sultan Kudarat <ul style="list-style-type: none"> ☛ Columbio Central School ☛ Tamnag Central School ☛ Palimbang Central School ☛ Milbuk Elementary School <p>ARMM</p> <ul style="list-style-type: none"> • Maguindanao <ul style="list-style-type: none"> ☛ Tambunan Central School ☛ Datu Luminog Pilot Elem. School ☛ Barurao Central School • Lanao del Sur I <ul style="list-style-type: none"> ☛ Panalawan Central Elem. School ☛ Pooni Lumibao Central Elem. School ☛ Division Learning Center <p>CAR</p> <ul style="list-style-type: none"> • Abra <ul style="list-style-type: none"> ☛ Bucay Central School ☛ Dugong Elem. School ☛ La Paz Central School ☛ Danglas Elem. School ☛ Sallapadan Central School ☛ Lingey Elem. School



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco 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

**EXAMINATIONS
POLICY**

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

Attachment: 1—(D.O. 50-97)

References:
DICS Order: (No. 78, s. 1999)
DICS Memorandum: (No. 255, s. 1999)