

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

May 21, 1993

DECS ORDER No. 31, s. 1993

PREPARATIONS FOR THE 1993 NCEE EXAMINATIONS, AND
ALTERNATIVELY TENTATIVE ARRANGEMENTS FOR THE NATIONAL SECONDARY
ASSESSMENT TESTS (NSAT) FOR ALL FOURTH YEAR HIGH SCHOOL STUDENTS

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

1. Pursuant to existing law under PD 146, the National College Entrance Examination for 1993 will be administered to all public and private fourth year high school students on Thursday, September 2, 1993. In the event that PD 146 is abolished before then in accordance with pending legislation, a successor National Secondary Assessment Test (NSAT) will be administered on the same day, assuming it will be consonant with the proposed legislation as finally approved. Whether as the NCEE or the successor NSAT, the importance of measuring objectively the aggregate performance of the students in each school, and in comparing the performance between schools as well as the extent of educational improvement of a school over time cannot be overemphasized. The details of the alternative arrangements follow.

2. Arrangements under the NCEE. If the NCEE is still in force at the time the examination is given on September 2, 1993, then the NCEE will be given under the same circumstances and conditions as before, as last contained in DECS Memorandum No. 122, s. 1992, except that the relevant dates will have been modified. The NCEE shall have aptitude and achievement components and shall continue to be a prerequisite for admission to college. As before, it shall cover English and Filipino proficiencies (Verbal Ability), Mathematics (Quantitative Ability), and Vocational Aptitude (Abstract Reasoning). An additional area, Science and Technology, will also be given as an achievement test. Under the NCEE, the same fee of fifty pesos as before will be charged in accordance with DECS Order No. 100, s. 1992.

3. Arrangements under NCEE abolition. Should the NCEE have been abolished by the Congress by September 2, 1993, then the NSAT alternative will go into effect, subject to the specific provisions of the prospective legislation.

4. The NSAT shall also have aptitude and achievement components and shall be a prerequisite for graduation. It will have the same coverage as the NCEE above. The results of the NSAT shall be transmuted into percentage grades and shall be given an equivalent of 1/5th of the general average of each subject area, i.e., 1/5 of English, 1/5th of Filipino, 1/5th of Mathematics, and 1/5th of Science and Technology, which shall be recorded in a separate column in the Forms 137-A and 138. This will be made available to the individual schools before the end of the school year.

5. While all fourth year public and private students will be required to take the NSAT, a low score in the NSAT itself will no longer prevent a high school graduate from entering college. Nevertheless, the score obtained by the individual student may affect the graduate's chances of entry into the college of his choice. For this coming examination, the proceeds of the NCEE fee will be utilized as well for the NSAT examination this year. Whether as the NCEE or the successor NSAT

test, it will make no difference insofar as test construction, implementation, and processing itself are concerned, but only upon other non-test aspects, such as entrance to college.

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

7. The guidelines and other details of the aforementioned tests are provided in the enclosures.



ARMAND V. FABELLA
Secretary

Incls.:
As stated

References:
DECS Order: (No. 100, s. 1992)
DECS Memorandum: (No. 122, s. 1992)

Allotment: 1-2-3-4--(M.O. 1-87)

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

Course of Study, SECONDARY
~~EXAMINATIONS~~
FEES
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OFFICIALS
REPORTS
STUDENTS

**GUIDELINES ON THE ADMINISTRATION OF THE
NATIONAL COLLEGE ENTRANCE EXAMINATION (NCEE) OF
THE TENTATIVE SUCCESSOR TEST, THE NATIONAL SECONDARY
ASSESSMENT TEST (NSAT) FOR FOURTH YEAR HIGH SCHOOL STUDENTS FOR 1993**

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

I. Levels of Administration

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

On the other hand the Chief of the Secondary Education Division, in her capacity as Regional Testing Coordinator, shall: (1) be responsible for the consolidation of data and reports submitted by school divisions and furnish a copy of such consolidated reports/data to the NETRC as may be called for, and (2) serve as liaison between the NETRC and the school divisions relative to the administration of the test.

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

II. Functions/Responsibilities of Personnel Involved

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

2. The Assistant Superintendent for Secondary Education shall: (1) act as the Division Testing Coordinator (DTC); (2) consolidate district reports on the number of examinees for immediate dispatch to the NETRC and not later than June 30, 1993; (3) coordinate with the heads of schools designated as testing centers prior to the official publication of the schools as such; (4) assign examina-

tion rooms of examinees and the respective examination centers; (5) prepare other reports and furnish offices concerned as required; (6) receive and distribute forms to personnel concerned; (7) distribute test materials to Chief Examiners on schedule; (8) check the number of test materials immediately after the examination before retrieving the same from the Chief Examiners to be submitted to the SDS for storage until retrieval of the materials by an NETRC representative; and (9) prepare post examination reports and forward the same to offices concerned.

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

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

5. The Chief Examiner shall: (1) coordinate with the school head in the preparation of the rooms to be used at least three days before the examination day; (2) receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o'clock a.m. on examination day; (3) check the number of test materials returned by the room examiners after the test; (4) check/verify reports on examinees, and consolidate the same as necessary; and (5) prepare his report as well as those required in the Chief Examiner's Transmittal Envelope (CETRE).

6. The Room Supervisor shall: (1) monitor and supervise the conduct of the test in at least ten (10) rooms assigned to him; (2) assist the Chief Examiner receive the test materials from the DTC and distribute the same to the Room Examiners; (3) collect unused test booklets from the Room Examiners immediately after the test has started for deposit with the Chief Examiner during the test but to be returned to the former after the examination for accounting purposes; (4) serve as liaison between Room Examiners under his supervision and the Chief Examiner on problems arising while the test is in progress; and (5) assist the Chief Examiner in the accounting of retrieved materials after examination, and in the accomplishment of reports.

7. The Room Examiner shall: (1) be in his assigned examination center to receive the test materials from the Chief Examiner not later than 7:00 a.m. on examination day; (2) check the number of the test materials he received before proceeding to his assigned room; (3) prepare the board work; (4) ascertain identity of individual examinees through the Form I before letting them in the room; (5) give the preliminary instructions before distributing the test materials; (6) distribute the test materials, individually, to the examinees and administer the test strictly conforming with the instructions in the Examiner's Handbook; (7) retrieve, individually, the test materials, after the examination before dismissing the examinees; and (8) return the test materials to the Chief Examiner; (9) prepare the required reports and ETRE and submit them to the Chief Examiner.

III. NCEE/NSAT Forms

1. The following Forms are used for the NCEE/NSAT examination:

1. Form 1 - List of examinees (2 copies)
2. Form 2 - List of Examination Centers (4 copies)
3. Form 3 - Test Materials Accounting Form (4 copies)
4. Form 4 - List of Examinees to be accomplished by the Room Examiner during the examination (4 copies)

2. The contents of the Examiner's Transmittal Report Envelope (ETRE) are as follows:

- a. Used Answer Sheets, consecutively arranged according to serial number

- b. Room Examiner's copy of the NCEE/NSAT Form 4 bearing the Answer Sheet numbers of the examinees under the appropriate column.
3. The contents of the Chief Examiner's Transmittal Report Envelope (CETRE) are as follows:
 - a. Unused answer sheets from opened plastic bags returned by the examiners
 - b. Test Materials Accounting Form (NCEE/NSAT Form 3)
 - c. Evaluation report of the Chief Examiner

IV. Procedure in the Listing of Examinees

1. A complete list of examinees based on actual enrollment by school (NCEE/NSAT Form 1), males followed by females, shall be prepared by the school principal/head teacher in two (2) copies for submission to the Division Office through the District Supervisor/Principal In-Charge of the District not later than June 25, 1993.

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

2. The DTC shall prepare the list of examination centers (NCEE/NSAT Form 2) in four (4) copies to be distributed as follows: one (1) copy to be furnished the Regional Office; one (1) copy for the LEC and the remaining two copies shall be sent directly to the NETRC-DECS, Mabini Bldg., UL Complex, Pasig, Metro Manila, not later than June 30, 1993.

3. The list of examinees per room (NCEE/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 the Regional Office; one (1) copy for the LEC and the remaining two (2) copies shall be handed over to the Chief Examiner one day before examination day. One of the Chief Examiner's copies shall be posted at the door of the examination room the day before examination for the information and guidance of the examiners early the following morning. The other copy shall be given to the Room Examiner where he/she shall indicate the examinee numbers of the examinees.

V. Testing Centers

1. Designation of Testing Center. The Schools Division Superintendent shall designate upon recommendation of the DTC, centers based on the number of examinees in the area.

2. Assignment of Examinees to Testing Centers. Examinees from a particular school shall be assigned to only one testing center. Those whose school has not been designated as a testing center shall be assigned to the testing center most accessible to them.

VI. Packing of Test Booklets and Answer Sheets

I. Test Booklets (TBs)

- a. The test is in booklet form, each with a 7-digit serial number.
- b. The test booklets, packed in 30s and 5s are sealed in plastic bags. A small sheet of paper containing the corresponding serial numbers of the TBs and the sequence number of the pack is placed

in the plastic bag.

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

For examination centers with more than one (1) crate/carton, the answer sheets are placed inside the last crate/carton.

2. Answer Sheets (ASs)

a. The Answer Sheets are computer-printed, each with a 7-digit number. The serial numbers of the AS shall tally with the serial numbers of the TBs. In case of a defective TB or AS, both shall be changed with a new set.

b. 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 the TBs and ASs.

c. The plastic bags containing the ASs are bundled by testing center and placed inside the crates or cartons containing the test booklets. For testing centers with more than one crate or carton, the ASs and other forms are placed inside the last crate/carton.

VII. Distribution and Retrieval of the Test Materials

The distribution and retrieval of test materials require utmost care, diligence and vigilance on the part of the Regional Office, LEC members, Chief Examiners, Room Supervisors and Room Examiners to insure the confidentiality of the test materials and the integrity of the test.

1. Distribution Phase

a. The NETRC shall deliver the test materials in crates or cartons to the Regional Directors or School Superintendents as the case may be. In case the materials are directly consigned to the provincial distribution center, the Regional Director shall delegate the Schools Division Superintendent concerned to receive and secure the materials. The packing guide that goes with the test materials shall be the reference in determining the allocation of the testing centers.

b. After the test materials have been received by the LEC Chairman or his duly authorized representative, these shall be deposited at the Provincial headquarters for storage and the security of the materials. In this connection, coordination with the local PNP, AFP or NICA offices is advisable to get their support towards the security of the materials.

c. The LEC Chairman and/or the DTC shall get the test materials from the local PNP, AFP or NICA station for distribution to the different testing centers on examination day. The number of cartons or crates shall be verified against the delivery forms and packing guides in the presence of the LEC members before the materials are brought out.

d. The LEC 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 LEC distribution center, the LEC Chairman shall exercise his sound discretion as to when to turn over the test materials to the Chief Examiner concerned.

e. The Chief Examiner, assisted by the Room Examiner, shall verify the count of the test materials received from the LEC and match the serial numbers of the plastic bags of ASs and TBs

before distributing the same to the examiners.

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

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

2. Retrieval Phase

a. After the examination, the Examiner shall collect individually and verify the count of the test materials before he dismisses the examinees; arrange the used together with the unused test booklets returned to him by the Room Supervisor, consecutively by serial number, before returning these into the plastic bags for submission to the Examiner.

b. The plastic bags shall be stapled in the presence of the Chief Examiner after the TBs have been accounted for.

c. The contents of the ETRE and the data entries on the said envelope shall also be verified by the Chief Examiner with the assistance of the Room Examiner before the envelope is sealed with an NETRC-DECS paper seal. The Examiner shall sign across the seal extending to the envelope at least three times.

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

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

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

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

VIII. Orientation Seminar

A national/regional orientation seminar will be scheduled in a separate DECS Memorandum not later than one month before the examination.

LIST OF NSAT EXAMINEES PER SCHOOL
(BY GROUP OF 30)

REGION: _____ DIVISION: _____
SCHOOL: _____ HIGH SCHOOL CODE: _____
ADDRESS: _____
TOTAL ENROLMENT IN THE SCHOOL: _____
EXAMINATION CENTER: _____ ROOM NO. _____

	N A M E	SEX	AGE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
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11.			
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30.			

IMPORTANT:

To be accomplished by the school principal/head teacher in two (2) copies and to be sent to the Division Office not later than June 25, 1993. Names to be listed alphabetically, males following females.

School Principal

Republic of the Philippines
 Department of Education, Culture and Sports
NATIONAL EDUCATIONAL TESTING AND RESEARCH CENTER
 2nd Floor Mabini Bldg., University of Life
 Pasig, Metro-Manila

LIST OF NSAT EXAMINEES PER ROOM

SCHOOL: _____ TYPE: _____
 ADDRESS: _____ HS CODE: _____
 TOTAL FOURTH YEAR ENROLMENT: _____
 ATTENTION: This list of students should take the examination at
 EXAMINATION CENTER: _____ ROOM NO.: _____

NAMES	SEX	AGE	EXAMINEE NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
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SUMMARY:

MALE _____ FEMALE _____

 School Division Superintendent

IMPORTANT:

To be accomplished by the DTC in four (4) copies, the original copy to be sent to the DECSRO; three copies to be retained by the LEC Chairman, two (2) of which will be given to the Chief Examiner, a day before the Examination Day, one (1) to be posted at the door of the Examination Room and the other one with the column on Examinee Number duly accomplished to be placed in the ETRE. Names to be typed in alphabetical order, males followed by females. Examinee Number should be copied by the Examiner from the Answer Sheet of every student during the test.