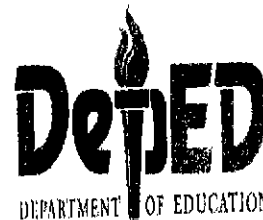




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
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MAY 24 2004

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DepED MEMORANDUM
No. **236**, s. 2004

ADMINISTRATION OF THE NATIONAL DIAGNOSTIC TEST FOR GRADE FOUR PUPILS
AND NATIONAL ACHIEVEMENT TEST FOR THIRD YEAR HIGH SCHOOL
STUDENTS IN PUBLIC SCHOOLS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The National Diagnostic Test (NDT) and the National Achievement Test (NAT) shall be administered in all public schools on June 29, 2004.

2. The objective of the NDT, to be administered to all incoming Grade Four pupils, is to provide information on the mastery of competencies in English, Science and Mathematics in Grade Three.

The objectives of the NAT, to be administered to all Third Year high school students, are to assess the learning competencies in English, Science and Mathematics in Second Year; and monitor the achievement/performance of schools.

3. The National Education Testing and Research Center (NETRC), with the assistance of elementary and secondary school officials, shall administer the NDT and NAT simultaneously.

4. Guidelines pertinent to the delivery and retrieval of the test materials, test administration, scoring, and reporting of results are presented in Enclosure Nos. 1 and 2. For more information, contact Dr. Esther P. Menciano of National Education Testing and Research Center (NETRC) with tel. nos. 631-2589; 632-13-61 loc. 2141.

5. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encls.: As stated
Reference: DepED Memoranda: Nos. 22, 41 and 274, s. 2004
Allotment: 1—(D. O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

PUPILS

SCHOOLS

STUDENTS

TEST

Reformatted by: Sally-(NDT-NAT test)
May 18, 2004

"Educating for a Strong Republic"

(Enclosure No. 1 to DepED Memorandum No. 236, s. 2004)

GUIDELINES IN THE ADMINISTRATION OF THE 2004 NATIONAL DIAGNOSTIC TEST TO INCOMING GRADE FOUR PUPILS

The following guidelines in the administration of the NATIONAL DIAGNOSTIC TEST in school year 2003-2004 are hereby issued for the guidance of all concerned.

1. Testing Personnel in the School

- 1.1 Personnel be involved in the implementation of the National Diagnostic Test shall be the staff assigned in their respective school. These include the School Principal, Head Teacher, Guidance Counselor/s and Classroom Teacher/s. They shall function as Chief Examiner, Room Supervisor/s, and Room Examiner/s.
- 1.2 The Chief Examiner in a school shall be the School Head.
- 1.3 The Room Supervisor/s shall be the Guidance Counselor/s. If there are no personnel with these designations, the Room Supervisor/s shall be a member / members of the teaching staff who has/have the most number of years experience in standardized testing.
- 1.4 There shall be one Room Supervisor for every five testing rooms. If there are less than five testing rooms, the Chief Examiner acts as the Room Supervisor.
- 1.5 The Room Examiner/s shall be the elementary school teacher/s.

2. Functions/Responsibilities of Testing Personnel

2.1. The Chief Examiner shall:

- 2.1.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
- 2.1.2. receive and acknowledge receipt of the test materials from the Division Office;
- 2.1.3. orient Room Examiner on how to administer the test;
- 2.1.4. distribute and retrieve from the Room Examiners the test materials;
- 2.1.5. monitor and supervise the administration of the test;

- 2.1.6. keep and secure the scoring template;
 - 2.1.7. score the answer sheet; and
 - 2.1.8. secure the test materials before and after the testing period.
- 2.2. The Room Supervisor shall:
- 2.2.1. monitor and supervise the conduct of the test in the rooms assigned to her/him;
 - 2.2.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test; and
- 2.3. The Room Examiner shall:
- 2.3.1. receive the test booklets (TBs) and answer sheets (ASs) from the Chief Examiner;
 - 2.3.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
 - 2.3.3. prepare the board work showing a replica of the AS;
 - 2.3.4. give instructions to the examinees before distributing the TBs and ASs;
 - 2.3.5. distribute the TBs and ASs to the examinees;
 - 2.3.6. administer the test according to the Examiner's handbook;
 - 2.3.7. retrieve the TBs and ASs from the Chief Examiner.

3. Testing Center and Testing Room

- 3.1. Every public elementary school shall be a testing center.
- 3.2. The well-lighted and well-ventilated room in the school shall be used as testing room.
- 3.3. Thirty (30) pupils shall be tested in one room.

4. Test Materials, Report and Forms

- 4.1 **Test Booklets.** A test booklet contains the test in three subject areas. It is reusable. The same TBs shall be used in the morning and in the afternoon. A pack has thirty (30) test booklets.
- 4.2 **Answer Sheets.** These are scannables and can be scanned only if pencils are used to blacken/shade the bubbles/circles. A pack has thirty (30) answer sheets.
- 4.3 **Pencil.** Only pencil is used to blacken/shade the AS. This is to be provided by each examinee.
- 4.4 **Examiner's Handbook.** This booklet enumerates the procedures in administering the test, instructions in filling out the scannable AS, and forms to be accomplished by each testing personnel and to whom the reports are to be submitted. It also includes the instructions to be read verbatim by the Examiner.
- 4.5 **Scoring Template.** This is similar to the Scannable Answer Sheets but has holes or windows through which correct answers in the Answer Sheet can be seen. It shall be used in scoring the answer sheets.
- 4.6 **NDT Form 1 (Answer Matrix).** This report shows the answers of the 30 pupils in each test item. These data will be used in NDT Form 2.
- 4.7 **NDT Form 2 (Table on Mastery Level of Learning Competencies in English, Science and Mathematics).** This is a report to be accomplished by the Room Examiner to determine the mastery level of the competencies measured. It is accomplished to determine the mastery level of a class or all the classes in a school.
- 4.8 **Room/Chief Examiner's Transmittal Report Envelope (RCETRE).** This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case maybe. Used Answer Sheets shall be placed in the envelope to be accomplished by the Room Examiner. Unused Answer Sheets shall be placed in the envelope to be accomplished by the Chief Examiner. All envelopes shall be submitted to NETRC.

5. Testing Sessions

- 5.1. Grade four pupils in a school shall be divided into two groups; one group shall be tested in the morning and the other in the afternoon.
- 5.2. If possible, there shall be two groups of Room Examiners; one group to conduct the test in the morning and the other in the afternoon, in order to provide ample

time for the Room Examiner to account for all test materials and for Room Examiners in the morning to take their lunch.

- 5.3. The test shall start not later than 7:30 o'clock in the morning and 1:00 o'clock in the afternoon. If the test in the morning is not started on time there will be an adverse effect in the afternoon test because of the time needed for the accounting of test materials after morning session.

6. Scoring and Accomplishing Forms 1 and 2

- 6.1 Answer Sheets shall be scored immediately after the test using the Scoring Template.
- 6.2 A Room Examiner shall score the Answer Sheets of the examinees from the room where he/she is assigned.
- 6.3 The answer per item of the examinee shall be recorded in the Answer Matrix (NDT Form 1) and the Competencies and Interpretation of Data shall be done using the Examiner's Handbook.
- 6.4 The mastery level of the competencies measured shall be determined using NDT Form 2 (Table on Mastery Level of Competencies).

7. Delivery of Test Materials

- 7.1 There shall be a courier/forwarder to deliver the test materials to the Division Office and to be supervised by NETRC staff.
- 7.2 Test materials for the school shall be delivered by the Division Office.
- 7.3 The Packing Guide and the Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received.
- 7.4 Upon receipt of the test materials by the Schools Division Superintendent or his/her representative, these shall be deposited in a safe and well-secured place. If materials are delivered to the Division Office much earlier, they shall be delivered to the elementary schools a few days before testing day.
- 7.5 Boxes containing the materials shall be opened carefully, making sure that labels are not tampered and sides of boxes are not torn out because they are the same boxes to be used during the retrieval.
- 7.6 All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination day. Any discrepancy noted must be properly documented by the Chief Examiner.

8. Retrieval of Answer Sheets (AS)

- 8.1 Only the AS received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 8.2 The testbooklets, NDT Forms 1 and 2, and Scoring Template shall be retained in the schools. These shall be used for reference to identify the pupils for intervention, to determine the competencies to be developed further in grade four, and for other purposes deemed important by the school head.
- 8.3 Before AS are packed for retrieval they must be counterchecked with the delivery receipts to ensure that the number of AS to be retrieved tally with those delivered. These should be properly indicated in the Delivery Receipt. Any discrepancy must be properly documented by the Chief Examiner.
- 8.4 AS shall be retrieved from the elementary schools by the Division Office.
- 8.5 There shall be a courier/forwarder to retrieve the AS from the Division Office.

9. Utilization of Test Booklets

- 9.1 Test booklets, to be left and secured in the school by the School Head, shall be used to assess entering grade four pupils in the next school year or to evaluate grade three pupils at the end of grade three.
- 9.2 To maintain the validity and reliability of the test for assessment purposes, **test booklets should not be used as practice or reviewer.**

(Enclosure No. 2 to DepED Memorandum No. 236, s. 2004)

Guidelines in the Administration of the 2004 National Achievement Test to Incoming Third Year High School Students

The following guidelines in the administration of the National Achievement Test (NAT) in School Year 2003-2004 are hereby enumerated for the guidance of all concerned.

1. Testing Personnel in the School

- 1.1. Personnel to be involved in the implementation of the National Achievement Test shall be the staff assigned in their respective school which include the School Principal, Head Teacher, Guidance Counselor/s, and Classroom Teacher/s. They shall function as Chief Examiner, Room Supervisor/s, and Room Examiner/s.
- 1.2. The Chief Examiner in a school shall be the School Principal, Head Teacher, or Teacher In Charge.
- 1.3. The Room Supervisor/s shall be the Guidance Counselor/s. If there are no personnel with these designations, the Room Supervisor/s shall be a member / members of the teaching staff who has/have the most number of years experience in standardized testing.
- 1.4. There shall be one Room Supervisor for every five testing rooms. If there are less than five testing rooms, the Chief Examiner acts as the Room Supervisor.
- 1.5. The Room Examiner/s shall be the Secondary School Teacher/s but he/she/they should not be the class adviser/s of third year class/es.

2. Functions/Responsibilities of Testing Personnel

2.1. The Chief Examiner shall:

- 2.1.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
- 2.1.2. inform the examinees through their class adviser/s to bring their pencils, blank sheet of paper for computation in mathematics, and snacks on examination day;

- 2.1.3. receive and acknowledge receipt of the test materials from the Division Office;
- 2.1.4. secure the test materials before and after testing;
- 2.1.5. orient Room Examiners on how to administer the test;
- 2.1.6. distribute to and retrieve from the Room Examiners the test materials; and
- 2.1.7. monitor and supervise the administration of the test;.

2.2. The Room Supervisor shall:

- 2.2.1. monitor and supervise the conduct of the test in the rooms assigned to her/him;
- 2.2.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test; and

2.3. The Room Examiner shall:

- 2.3.1. receive the test booklet (TB) and answer sheets (AS) from the Chief Examiner;
- 2.3.2. account for the TBs and ASs he/she receives them before proceeding to his/her room assignment;
- 2.3.3. prepare the board work showing a replica of the AS;
- 2.3.4. give instructions to the examinees before distributing the TBs and ASs;
- 2.3.5. distribute the TBs and ASs to the examinees;
- 2.3.6. administer the test according to the Examiner's Handbook;
- 2.3.7. retrieve the TBs and AS simultaneously; and
- 2.3.8. return the TBs and ASs to the Chief Examiner.

3. Testing Center and Testing Room

- 3.1 Every public secondary school shall be a testing center.

- 3.2 Rooms where the third year students occupy shall be the testing rooms.
- 3.3 The total number of enrollees in third year high school shall be divided into two groups: the first group to be tested in the morning and the second group in the afternoon.
- 3.4 Thirty students shall be tested in one room.
- 3.5 If possible, there shall be two groups of Room Examiners in one testing day: one group to conduct the test in the morning and the other in the afternoon, in order to provide ample time for Room Examiners to account for all materials and for Room Examiners in the morning to take their lunch.
- 3.6 The test shall start not later than 7:30 o'clock in the morning and 1:00 o'clock in the afternoon. If the test in the morning is not started on time there will be adverse effect in the afternoon test because of the time needed for the accounting of the test materials after the morning session.

4. Report/Forms to be Accomplished

- 4.1. **NETRC Form 1 (List of Examinees).** This contains the names of examinees in one testing room. The list is prepared by the School Head before the testing day; posted near the entrance of a testing room on testing day; filled up with Examinee Number by the room examiner on testing day; and placed in the Chief/Room Examiner's Transmittal Envelope (C/RTRE) for submission to DepED-NETRC.
- 4.2. **NETRC Form 2 (Seat Plan).** This contains the names of 30 examinees and their examinee numbers. This is accomplished by the pupils before the test proper then placed in the Chief/Room Examiner's Transmittal Envelope (C/RTRE) by the Room Examiner for submission to DepED-NETRC. **NETRC Forms 1 and 2** are printed back to back in one sheet.
- 4.3. **NETRC Form 3 (Test Materials Accounting Form).** This contains the names of Room Examiners and the serial numbers of test booklets and answer sheets given to them for distribution and accomplishment of examinees in every testing room. This also records the serial numbers of used and unused TBs and ASs in each testing room. This form is accomplished by the Chief Examiner before and after the testing sessions.
- 4.4. **Room/Chief Examiner's Transmittal Report Envelope (R/CETRE).** This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case may be. In the envelop accomplished by the Room Examiner, the forms to be placed therein are the used **Answer Sheets** and **NETRC Forms 1 and 2**. In the envelop accomplished by the

Chief, the forms to be placed therein are: unused Answer Sheets of all rooms in the school, NETRC Form 3, and the Chief Examiner's Narrative Report.

4.5. Chief Examiner's Narrative Report. This Report contains the observations noted by the Chief Examiner, the time the testing sessions started and ended, and other pertinent information regarding the conduct of the test in the school.

5. Test Materials

5.1. Test Booklets (TB). A test booklet contains the test items in three subject areas – English, science, and mathematics. They are reusable. The same TBs shall be used in the morning and in the afternoon. Test items in each subject always start with Item No. 1.

5.2. Answer Sheets (AS). AS is scannable and can be scanned only if pencil is used to blacken/shade the bubbles/circles. Answers for each subject always start with Item No. 1.

5.3. Pencil. Only lead pencil is used to blacken/shade the AS. This is to be provided by each examinee.

5.4. Examiner's Handbook. This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, forms to be accomplished by each testing personnel, and reports to be submitted to specific testing personnel. It also includes the instructions to be read verbatim by the Examiner.

5.5. Test Booklets and Answer Sheets (TBs and ASs). TBs and ASs are packed in sealed plastic bags. Each pack of ASs has 30. The same holds true in the pack of TBs. The packs of ASs and TBs for a school are also packed in bigger plastic bags or boxes.

6. Delivery of Test Materials

6.1. Test materials shall be delivered by the courier/forwarder and escorted by NETRC staff to ensure that these are delivered to the Division Office.

6.2. Test materials for the schools shall be delivered by the Division Office.

6.3. The Packing Guide and the Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received.

- 6.4. Upon receipt of the test materials by the Schools Division Superintendent or his/her duly authorized representative, these shall be deposited in a safe and well-secured place. If materials are delivered to the Division Office much earlier, they shall be delivered to the elementary or secondary schools a few days before testing day.
- 6.5. Boxes containing the materials shall be opened carefully, making sure that labels are not tampered and sides of boxes are not torn out because they are the same boxes to be used during the retrieval.
- 6.6. All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination day. Any discrepancy noted must be properly documented by the Chief Examiner.

7. Retrieval of Test Materials

- 7.1. All test materials received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 7.2. Before test materials are packed for retrieval they must be counterchecked with the delivery receipts to ensure that the number of test materials to be retrieved tally with those delivered. These should be properly indicated in the Delivery Receipt. Any discrepancy must be properly documented by the Chief Examiner.
- 7.3. Test materials shall be retrieved from the secondary schools by the Division Office.
- 7.4. Retrieval of Answer Sheets shall be given top priority by the Division Office. The forwarder of the Answer Sheets shall be notified as soon as these are ready.