



**Tanggapan ng Kalihim**

Office of the Secretary

MAY 3 0 2011

DepEd MEMORANDUM

No. **123**, s. 2011

**GUIDELINES FOR THE 2011 ALTERNATIVE LEARNING SYSTEM  
ACCREDITATION AND EQUIVALENCY (ALS A&E) TESTS**

To : Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. Starting 2011, the Alternative Learning System will offer two sets of Accreditation and Equivalency Tests – Set A (paper and pencil) for the sighted test takers and Set B (Braille) for the visually-impaired. Both tests are in two levels: elementary and secondary, to be administered in 203 Divisions nationwide in four (4) waves on the following dates:

<b>Wave</b>	<b>Set A- Paper &amp; Pencil</b>	<b>Set B- Braille</b>	<b>Areas Covered</b>
W1	October 02, 2011	October 03, 2011	Regions IX, X, XI, XII, CARAGA & ARMM
W2	October 09, 2011	October 10, 2011	Regions V, VI, VII, & VIII
W3	October 16, 2011	October 17, 2011	Regions I, II, III & CAR
W4	October 23, 2011	October 24, 2011	Regions IV-CALABARZON, IV-MIMAROPA & NCR

2. Activities to be undertaken for the ALS A&E Test Registration & Administration are scheduled as follows:

Submission (to BALS) of Official Testing Centers from the Region (Set A)	June 16, 2011
Test Registration Period (Set A)	June 20 – July 30, 2011
Submission (to BALS) of Official Masterlist of Test Takers from the Division (Set A)	August 12, 2011
Regional Orientation on ALS A&E Test Registration (Set A)	June 16, 2011
Division Orientation on ALS A&E Test Administration	October 1, 8, 15 & 22 (Set A – am) October 1, 8, 15 & 22 (Set B – pm)

3. All registrants for Set A Test shall register in duly designated Registration and Testing Centers (RTCs) identified by the Schools Division Superintendent (SDS). A duly appointed ALS District Coordinator shall serve as Test Registration Officer (TRO) in the Registration and Testing Center. However, for Set B, special registration shall be conducted by the Region. Specific instructions will be communicated through a separate letter. The Official List of RTCs shall be posted on the DepEd Website (A&E logo/icon) on June 20, 2011. ***RTCs submitted after June 16, 2011 shall not be posted on the DepEd Website.***
4. Orientation on ALS A&E Test Registration (Sets A & B) shall be held simultaneously in all Regional Offices on **June 16, 2011**. However, for NCR, Regions IV- A & B, Orientation shall be held also on the same day in DepEd Central Office - Bulwagan ng Karunungan.
5. Information pertinent to the October 2011 ALS A&E Tests Registration and Administration is provided in the enclosed guidelines.
6. Wide and immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Enclosure:

As stated

Reference:

DepEd Memorandum: No. 82, s. 2010

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

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
RULES & REGULATIONS  
SCHOOLS  
TESTS

## Enclosure DepEd Memorandum No. 123, s. 2011

### GUIDELINES FOR THE OCTOBER 2011 ALTERNATIVE LEARNING SYSTEM (ALS) ACCREDITATION AND EQUIVALENCY (A&E) TEST REGISTRATION AND TEST ADMINISTRATION

Starting 2011, the Bureau of Alternative Learning System (BALS) will offer two sets of Accreditation and Equivalency Test – Set A (paper and pencil) for the sighted test takers and Set B (Braille) for the Visually-Impaired. Both tests are in two levels: elementary and secondary, to be administered in 206 divisions nationwide.

#### PHASE 1 – ORIENTATION FOR TEST REGISTRATION

1. When and where is the Orientation for Test Registration?	Orientation for Test Registration shall be held simultaneously on <b>June 16, 2011</b> in all Regional Offices except for Regions IV-A, IV-B and NCR. BALS will hold the same for NCR and Regions IV-A and IV-B at the DepEd Central Office Bulwagan ng Karunungan, Pasig City on the aforesaid date.
2. Who will attend the regional level orientation?	<ul style="list-style-type: none"><li>• Chief and Assistant Chief, ALS Division</li><li>• ALS Division Supervisor</li><li>• Test Registration Officer (TRO)</li></ul>

#### PHASE 2 – TEST REGISTRATION

3. When to register?	June 20 to July 30, 2011 at the designated Registration and Testing Centers (RTCs) nationwide (List is posted at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a> ) which can be accessed by clicking <b>A&amp;E logo</b> .
4. Where to register?	<ul style="list-style-type: none"><li>• One secondary school identified by the SDS shall operate as the Registration and Testing Center (RTC) of the Division. An elementary school may qualify as RTC, provided the rooms are spacious and armchairs are used, <b>not desks</b>.</li><li>• The RTC shall have the following qualifications:<ol style="list-style-type: none"><li>a. The school is in the most strategic location within the division.</li><li>b. The school has one of the best facilities in the division. These facilities include clean and accessible toilets for male and female. The testing rooms are well-lighted and with good ventilation.</li><li>c. The school can accommodate the number of test takers based on the figure of last ALS A&amp;E Test, with thirty (30) armchairs per room.</li><li>d. The school should be not less than 30 kilometers away from the RTC of another division.</li></ol></li><li>• The ALS Supervisor of the Division shall submit to BALS</li></ul>

	<p>representative the official name of the testing center for his/her division <b>on June 16, 2011 during the Orientation for Test Registration.</b></p> <ul style="list-style-type: none"> <li>• Any testing center (regular testing center, additional, extension, etc.) which name has not been formally submitted to BALS on or <b>June 16, 2011</b> shall not be included in the official list of RTCs, hence no conduct of ALS A&amp;E Test shall take place in that center.</li> </ul>
<p>5. Who are qualified to register?</p>	<ul style="list-style-type: none"> <li>• An elementary dropout who is at least <b>11 years old on or before the day of the test</b>, may take the elementary level ALS A&amp;E Test.</li> <li>• A high school dropout who is at least <b>15 years old on or before the day of the test</b>, may take the secondary level ALS A&amp;E Test.</li> <li>• Non-passers of previous ALS A&amp;E Test/s</li> <li>• Learners/completers of the ALS Programs</li> <li>• Youth and adults although in-school but overaged for Grade 6 (more than 11 years old) or for 4<sup>th</sup> Year (more than 15 years old).</li> </ul>
<p>6. Who will manage the registration and how?</p>	<ul style="list-style-type: none"> <li>• The District ALS Coordinator (DALSC) designated by the SDS as the Test Registration Officer (TRO) will manage the registration by doing the following: <ul style="list-style-type: none"> <li>a. Reports to the Registration and Testing Center from June 20 to July 30, 2011 from 8:00 a.m. to 5:00 p.m.</li> <li>b. Interviews the prospective applicants to determine if applicants are qualified to register.</li> <li>c. Distributes the Registration Forms to qualified registrants.</li> <li>d. Makes sure that all blanks in the registration form are completely filled-out by the registrants.</li> <li>e. Makes sure that photos of the registrants have their names printed at the back with signatures.</li> <li>f. Attaches prescribed photos in the upper and lower portions of the registration form by stapling on the left side of the photo, to facilitate checking of test taker's name and signature by the ALS Supervisor, Lead Monitor and Room Examiner.</li> <li>g. Detaches the lower part of the registration form and returns it to the registrant for use as admission document on the day of the test</li> <li>h. Prepares the Masterlist/s of Registrants (ALS A&amp;E Form 1) in the following manner: <ul style="list-style-type: none"> <li>✓ Arrange <b>all</b> registration forms in alphabetical order</li> <li>✓ Group them by 30s, male and female not segregated</li> <li>✓ Prepare the Masterlist</li> <li>✓ Tally the Masterlist/s with the corresponding approved registration forms</li> </ul> </li> <li>i. Submits the Masterlist/s of Registrants and corresponding</li> </ul> </li> </ul>

	<p>approved registration forms to the ALS Division Supervisor</p> <p>j. Informs/Announces the names of the disqualified test takers days before the testing day</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• An additional DALSC shall be assigned to a registration and testing center with more than 1,500 test registrants; and another one (1) for every 1,500 thereof.</li> <li>• <b>Schools Division Superintendent shall approve/grant service credit of a maximum of five (5) days to TRO who rendered services beyond five o'clock on weekdays and on Saturdays and Sundays during the test registration period.</b></li> </ul>
<p>7. Who else can help the registrants to register and how?</p>	<ul style="list-style-type: none"> <li>• In case the registrants cannot go to the RTC themselves, the Instructional Managers (IMs), Mobile Teachers (MTs) and District ALS Coordinators (DALSCs) can do the following: <ul style="list-style-type: none"> <li>a. Get the registration forms from the TRO at the RTC</li> <li>b. Interview prospective registrants</li> <li>c. Distribute the registration forms to the qualified registrants</li> <li>d. Assist the registrants in filling-out the registration forms BUT DO NOT FILL-OUT/ACCOMPLISH THE REGISTRATION FORMS FOR THEM</li> <li>e. Submit the duly accomplished registration forms to the TRO</li> <li>f. Return the approved lower portion of the registration forms to registrants and inform disqualified registrants appropriately, if any</li> <li>g. See to it that all registration forms are duly accomplished (all blanks filled-out and two (2) photos attached).</li> </ul> </li> </ul>
<p>8. Who will monitor/supervise the registration?</p>	<ul style="list-style-type: none"> <li>• The ALS Division Supervisor, together with the Regional ALS Division Official/Staff shall do the following: <ul style="list-style-type: none"> <li>a. Monitor and supervise the registration in the RTC during the registration period</li> <li>b. Verify the information on the registration forms keeping track of what to watch out for, e.g., ages, in-school applicants and impostors</li> <li>c. Keep the approved registration forms together with the corresponding copies of the Masterlist/s of Registrants to be distributed to the examiners on testing day</li> <li>d. In the absence of the SDS/ASDS, the Division Supervisor approves the Masterlist/s of Registrants.</li> </ul> </li> </ul>

<p>9. What are the documents needed by the registrants?</p>	<p>A registrant must present any of the following documents on the day of the registration:</p> <ul style="list-style-type: none"> <li>• <b>Submit latest ID photo (2" x 2") in two copies to the TRO.</b></li> <li>• <b>Original and xerox copies of any of the following government-issued identification:</b> <ul style="list-style-type: none"> <li>a. Valid Driver's License</li> <li>b. Valid passport</li> <li>c. Voter's ID</li> <li>d. SSS/GSIS ID</li> <li>e. Postal ID</li> <li>f. <b>NBI Clearance (xerox/photocopy not needed)</b></li> <li>g. <b>Barangay Certification with photo</b> (stating complete name and Date of Birth of the prospective registrant)</li> </ul> </li> </ul> <p>IDs submitted that are not mentioned in the above list are not valid for registration and will not be honored by the TRO. Note that all of the aforementioned, show photo of the bearer of presented identification card.</p> <ul style="list-style-type: none"> <li>• <i>School drop-outs who are not employed and not old enough to acquire the above documents must submit an <b>Authenticated Birth Certificate</b>.</i></li> </ul>
<p>10. How does one register for the test?</p>	<ul style="list-style-type: none"> <li>• Go to the designated Registration and Testing Center (RTC) and look for the Test Registration Officer (TRO)</li> <li>• Present requirements for registration</li> <li>• Fill-out the registration form independently and return the same to the TRO.</li> <li>• Print name and sign at the back of the two (2) photos and attach to the registration form</li> <li>• Get the lower portion of the registration form and bring it on the day of the test</li> </ul> <p><b>NOTE: The test (registration, administration, certificate of rating and diploma) is free. No payment shall be collected by anyone involved in the ALS A&amp;E Test Registration, Administration and issuance of certificate of rating and diploma.</b></p>
<p>11. Who will evaluate the registration forms?</p>	<ul style="list-style-type: none"> <li>• The ALS Supervisor shall: <ul style="list-style-type: none"> <li>a. Evaluate the test registration form and shall: <ul style="list-style-type: none"> <li>▪ Ensure that 2" x 2" photo is attached to the registration form of each prospective test taker.</li> <li>▪ Make sure that the back of the photos have printed names of the registrant with his/her signature</li> </ul> </li> <li>b. Approve/Disapprove registrant/s or prospective test taker/s based on the entries in the registration forms and documents submitted to him/her by the TRO</li> <li>c. Request the TRO to revise the masterlist/s if disqualifications are made or as needed</li> <li>d. Have the final masterlist approved by the SDS/ASDS</li> </ul> </li> </ul>

	<p>e. Maintain the registration forms and certifications for safekeeping until the conduct of the next A&amp;E Test</p> <p>f. Recommend to the BALS Director IV the cancellation of testing in a particular Division if the total number of registrants in a testing center is less than one hundred (100).</p> <p><b>Note: Schools Division Superintendent shall approve/grant service credit of a maximum of two (2) days to ALS Supervisor who rendered services beyond office hours and who monitors and evaluates on Saturdays and Sundays during the test registration period.</b></p>
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**PHASE 4 – ORIENTATION FOR TEST ADMINISTRATION**

<p>12. When and where is the Orientation for Test Registration?</p>	<p>Orientation for Test Administration shall be held either at the Division Office or at the Testing Center a day before the test administration:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Wave</th> <th>Schedule of Orientation</th> </tr> </thead> <tbody> <tr> <td>W1</td> <td>October 01, 2011</td> </tr> <tr> <td>W2</td> <td>October 08, 2011</td> </tr> <tr> <td>W3</td> <td>October 15, 2011</td> </tr> <tr> <td>W4</td> <td>October 22, 2011</td> </tr> </tbody> </table>	Wave	Schedule of Orientation	W1	October 01, 2011	W2	October 08, 2011	W3	October 15, 2011	W4	October 22, 2011
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<p>13. Who will attend the Division level orientation for test administration?</p>	<p>The BALS representative who will monitor the conduct of the test in the designated testing centers will conduct Division Level Orientation one day before the testing day, to be participated in by:</p> <ul style="list-style-type: none"> <li>• SDS/ASDS</li> <li>• ALS Education Supervisor I</li> <li>• District Supervisor</li> <li>• Testing Center Administrator/School Principal</li> <li>• Examiners</li> <li>• Roving Proctor/s</li> <li>• Security Guard</li> <li>• Janitor/s</li> <li>• TRO</li> </ul>										

**PHASE 4 – TEST ADMINISTRATION**

<p>14. When is the schedule of the national test administration?</p>	<p>The dates of the test administrations are on:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Wave</th> <th style="width: 20%;">Set A- Paper &amp; Pencil</th> <th style="width: 20%;">Set B- Braille</th> <th style="width: 50%;">Areas Covered</th> </tr> </thead> <tbody> <tr> <td>W1</td> <td>October 02, 2011</td> <td>October 03, 2011</td> <td>Regions IX, X, XI, XII, CARAGA &amp; ARMM</td> </tr> <tr> <td>W2</td> <td>October 09, 2011</td> <td>October 10, 2011</td> <td>Regions V, VI, VII &amp; VIII</td> </tr> <tr> <td>W3</td> <td>October 16, 2011</td> <td>October 17, 2011</td> <td>Regions I, II, III &amp; CAR</td> </tr> <tr> <td>W4</td> <td>October 23, 2011</td> <td>October 24, 2011</td> <td>Regions IV-A, IV-B &amp; NCR</td> </tr> </tbody> </table>	Wave	Set A- Paper & Pencil	Set B- Braille	Areas Covered	W1	October 02, 2011	October 03, 2011	Regions IX, X, XI, XII, CARAGA & ARMM	W2	October 09, 2011	October 10, 2011	Regions V, VI, VII & VIII	W3	October 16, 2011	October 17, 2011	Regions I, II, III & CAR	W4	October 23, 2011	October 24, 2011	Regions IV-A, IV-B & NCR
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15. What is a testing center?	<ul style="list-style-type: none"> <li>• Approved Registration and Testing Centers (RTCs) designated by the Schools Division Superintendent</li> <li>• Any testing center (regular, additional/satellite and extension) which name is found on the Official List of RTCs. Said list shall be posted on the deped website – <a href="http://www.deped.gov.ph">www.deped.gov.ph</a>, and accessed by clicking A&amp;E logo/icon found on the right side of the deped homepage.</li> </ul>
16. What are Extension Testing Centers?	<ul style="list-style-type: none"> <li>• Extension Testing Centers (ETC) are those given special considerations such as: <b>prisons, camps, correctional, formation and rehabilitation centers but still under the supervision of the regular testing center in the same Division.</b></li> <li>• The test in the ETCs will be conducted in the same manner as it is done in the regular testing center, and shall also be administered in the morning of the same testing day. However, the Lead Monitor of the regular testing center will brief the Monitor who will conduct the test in the extension testing center.</li> </ul>
17. Who can request for the ETCs?	<ul style="list-style-type: none"> <li>• The Local Government Unit (LGU) may request for an ETC, in coordination with the ALS Supervisor, noted by the SDS/ASDS. <b>Said LGU must have the initiative to shoulder the expenses for the test administration.</b> BALS will send acknowledgment/approval and corresponding budget estimate to the requesting party. <b>However, honorarium and transportation of the Lead Monitor shall be shouldered by BALS.</b></li> <li>• <b>Division whose testing center exceeds 1500 test registrants based on 2010 data may request additional testing center. Expenses will be shouldered by BALS.</b></li> </ul>
18. How do you request for another testing center?	<ul style="list-style-type: none"> <li>• <b>Request for another testing center, shall be forwarded to BALS on or before June 30, 2011 through courier service or via email at <a href="mailto:balsced@yahoo.com">balsced@yahoo.com</a>.</b></li> </ul> <p><b>Note: Merging of RTCs may be decided later depending on the results of test registration and on prevailing peace and order situations and related concerns.</b></p>
19. Who are the test takers?	<ul style="list-style-type: none"> <li>• Registrants/prospective test takers whose names are listed in the Official Masterlist/s of Registrants posted in the approved RTCs</li> </ul>
20. What are the requirements for admission on testing day?	<ul style="list-style-type: none"> <li>• The test taker should: <ul style="list-style-type: none"> <li>a. Report to the Testing Center before 7:00 a.m.</li> <li>b. Present the approved lower portion of the registration form (signed by the TRO) to the Room Examiner</li> <li>c. Bring with him/her all the documents required as stated in #9 of this set of Guidelines</li> </ul> </li> </ul>
21. Who will manage the test administration?	<ul style="list-style-type: none"> <li>• Regional Director shall oversee and ensure the smooth operation and effective administration of the ALS A&amp;E Tests in the region</li> <li>• Regional Officials/Staff (one official/staff shall be assigned in every Division) shall monitor/supervise the test registration and administration and prepare a report on the conduct of the test</li> </ul>



	<ul style="list-style-type: none"> <li>• Schools Division Superintendent/Asst. Schools Division Superintendent shall: <ul style="list-style-type: none"> <li>a. Oversee and ensure the smooth and efficient administration of the ALS-A&amp;E Tests in the Division</li> <li>b. Monitor the administration of the tests</li> <li>c. Approve/Grant service credit of a maximum of two (2) days to school personnel who rendered auxiliary services during the test</li> <li>d. Designate <b>formal school teachers either as room examiners or as roving proctors</b></li> <li>e. Impose that only the following designated personnel should be present in the Testing Center’s premises on the testing day: <ul style="list-style-type: none"> <li>✓ Testing Center Administrator/Principal</li> <li>✓ District Supervisor</li> <li>✓ ALS Supervisor</li> <li>✓ Lead Examiner/Monitor, Asst. Monitor and Room Examiners</li> <li>✓ Proctor/s, Janitor and Security Guard/s</li> </ul> </li> </ul> </li> </ul> <p><b>Mobile Teachers and Instructional Managers who are not directly involved in the Test Administration should not be allowed within the testing center premises.</b> DALSC may be present <b>only</b> if he/she is the designated TROs and shall act only on such capacity.</p>
	<ul style="list-style-type: none"> <li>• ALS Division Supervisor shall: <ul style="list-style-type: none"> <li>a. Bring to the testing center on the day of the test all the documents (e.g., registration forms and certifications) of all the registrants whose names are found on the Masterlist</li> <li>b. Coordinate and monitor the conduct of the test in the Division</li> <li>c. Prepare a report on the conduct of the tests in the Division</li> </ul> </li> <li>• District Supervisor shall: <ul style="list-style-type: none"> <li>a. Liaise with the LGU for support before, during and after the test administration, e.g., transportation of test takers in remote areas</li> <li>b. See to it that nobody apart from the aforesaid test implementors shall be found within the testing center premises</li> <li>c. Prepare a report on the conduct on the test in the division</li> </ul> </li> <li>• Testing Center Administrator or the School Principal shall: <ul style="list-style-type: none"> <li>a. Provide posters/streamers announcing the schedule of the tests</li> <li>b. Choose the rooms convenient for testing as per guidelines.</li> <li>c. Assign room examiners and roving proctors</li> <li>d. Assign security personnel who shall strictly enforce the</li> </ul> </li> </ul>

	<p>tasks assigned to him</p> <ul style="list-style-type: none"> <li>e. See to it that no other person/s except those who are directly involved in the test administration are found within the testing center premises</li> <li>f. Prepare a report on the conduct of the test</li> </ul> <ul style="list-style-type: none"> <li>• BALS/DepEd Representative shall: <ul style="list-style-type: none"> <li>a. Before the Testing Day <ul style="list-style-type: none"> <li>✓ Attend national briefing/orientation at their prescribed time and place</li> <li>✓ Coordinate with the Division ALS Supervisor of your assigned division. Verify/validate the number of test registrants. If there are changes in the number of test registrants, inform the Continuing Education Division.</li> <li>✓ Count the test booklets, answer sheets and other test paraphernalia</li> <li>✓ Familiarize himself/herself with the Examiner's Manual for Test Administration</li> <li>✓ Conduct the division orientation at the Testing Center or at the Division Level.</li> <li>✓ Conduct an ocular inspection of the testing center to familiarize himself/herself with the layout of the testing rooms.</li> </ul> </li> <li>b. On the Testing Day <ul style="list-style-type: none"> <li>✓ Go to the Testing Center before 6:30 a.m. of the testing day</li> <li>✓ Bring to the Testing Center all the test materials and other paraphernalia on the day of the conduct of the Test</li> <li>✓ Serve as the Lead/Assistant Monitor for the test administration</li> <li>✓ Distribute and release said test materials to the designated room examiners at designated time</li> <li>✓ See to it that the test shall start only if no person/s is/are found within the testing center premises other than those who are directly involved in the test administration.</li> <li>✓ Monitor the test administration and ensure the security and confidentiality of the test materials.</li> </ul> </li> <li>c. After the Testing Day <ul style="list-style-type: none"> <li>✓ Collect all the test materials from individual examiner, making sure that test booklets are complete, properly arranged and neatly packed by 30s per package, test site report and list of actual test takers are properly accomplished, including the information on the envelope containing the answer sheets and have</li> </ul> </li> </ul> </li> </ul>
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	<p>him/her seal and sign across after he/she have validated and counted the used answer sheets</p> <ul style="list-style-type: none"> <li>✓ Collect test monitoring forms from field personnel</li> <li>✓ Return the test materials to assigned BALS staff upon return to Manila.</li> <li>✓ Submit the Monitoring Report, the number of actual test takers: regular registrants and walk-ins to BALS-CED.</li> </ul>
<p>22. Who will give the test?</p>	<ul style="list-style-type: none"> <li>• Selected formal school teachers assigned as Examiner shall perform the following duties/functions: <ul style="list-style-type: none"> <li>a. Before the Testing Day <ul style="list-style-type: none"> <li>✓ Attend the briefing or orientation provided by the Division at their prescribed time and place</li> <li>✓ Familiarize himself/herself with the Examiner's Manual for Test Administration</li> <li>✓ Prepare the boardwork</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Post the Masterlist of Registrants on the door of the testing room</li> </ul> </li> <li>b. On the Testing Day <ul style="list-style-type: none"> <li>✓ Report to his/her assigned testing center at 6:30 in the morning for the test briefing and to receive the test materials from the Lead Monitor</li> <li>✓ Check the number of test booklets and answer sheets received from the Lead Monitor before proceeding to the assigned testing room</li> <li>✓ <b>Check the identity of the test takers against the lower portion of the registration form (which serves as test permit),</b> before allowing them to enter the testing room to counter efforts by would-be impostors</li> <li>✓ Report immediately to the Lead Monitor if he/she sees any of the test permit/lower portion of the registration form that has no photo in it</li> <li>✓ Return to the test taker the lower portion of the registration form presented as test permit</li> <li>✓ Give preliminary instructions to test takers before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration.</li> <li>✓ Distribute systematically the test materials to the test takers and administer the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration</li> <li>✓ Answer queries from the test takers regarding preliminary instructions</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>✓ Check the progress of the test to find out if the test takers are following directions correctly, e.g., make sure that the examinees don't write anything on the test booklet</li> <li>✓ Keep all the test takers inside the testing room until after all are done with the test. No test taker shall be allowed to leave the room even if he/she has finished the test earlier than the allotted time</li> <li>✓ Retrieve systematically the test booklets as well as the answer sheets and scratch papers after the test. Test taker shall not be allowed to stand, go around or leave the room while retrieval of test materials is being done.</li> <li>✓ Follow strictly the Examiner's Manual for the Test Administration, e.g., <b>Room Examiners are not allowed to read/scan</b> nor tear/copy/photocopy any part of the test booklet/s</li> <li>✓ Report immediately to the Lead Monitor any defacement, printing error, missing pages and the likes, found in the test booklet</li> </ul> <p>c. After the test</p> <ul style="list-style-type: none"> <li>✓ Account and return all the test booklets, answer sheets, scratch papers, test site report and the Examiner's Manual for Test Administration to the Lead Examiner/Monitor</li> <li>✓ Submit the list of actual test takers properly together with the Master list posted on the door of the testing room</li> <li>✓ Return the upper portion of the registration forms to the ALS Division Supervisor</li> </ul>
23. Who will assist the examiner?	<ul style="list-style-type: none"> <li>• The designated Roving Proctor (one for every 10 rooms) shall rove within the testing center premises during the conduct of the test to provide assistance to the Room Examiner whenever necessary, e.g., accompany test takers to the toilet or to the clinic when necessary and serve as look out for irregularities that may arise.</li> <li>• The assigned Janitor (one for every 15 rooms) shall: <ul style="list-style-type: none"> <li>a. Arrange the testing room in accordance with the instructions of the Testing Center Administrator.</li> <li>b. Ensure that: <ul style="list-style-type: none"> <li>✓ There are only 30 armchairs inside the testing room. Excess armchairs should be removed.</li> <li>✓ Testing room is well lighted and with good ventilation.</li> </ul> </li> <li>c. See to the availability and cleanliness of the toilets and rooms before and after the tests</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>d. Return the extra armchairs inside the testing room after the tests</li> <li>• The assigned Security Guard (1 for every testing center and 2 for testing centers with 1,500 or more registrants) shall: <ul style="list-style-type: none"> <li>a. Secure the testing center before and on the day of the test</li> <li>b. See to it that only the test takers and designated test personnel are allowed in the premises of the testing center during the testing day</li> </ul> </li> </ul>
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#### PHASE 5 – PROCESSING OF TEST RESULTS AND CERTIFICATION

24. How are test takers informed about the test results?	<ul style="list-style-type: none"> <li>• All information and advisory relative to the October 2011 A&amp;E Test (registration, list of RTCs and results) shall be posted at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a> and may be accessed by clicking the A&amp;E logo/icon found at the right side of the DepEd homepage. Guidelines for the October 2011 ALS A&amp;E Test Registration and Administration can be found at the “Memo” Tab also at the DepEd homepage.</li> </ul>
25. What do test passers get after successfully taking the test and when can they get them?	<ul style="list-style-type: none"> <li>• Individual Examinee Report or Certificate of Rating with a built-in Certification signed by the Director IV of BALS.</li> <li>• Diploma signed by the Secretary of the Department of Education</li> <li>• All the aforesaid documents can be claimed at the Division Offices at a date to be announced later.</li> </ul>
26. Is there a fee for these documents?	<ul style="list-style-type: none"> <li>• The ALS A&amp;E Test (registration, administration, and certification) is <b>FREE</b>.</li> </ul>
27. How is the test processed and the results released?	<ul style="list-style-type: none"> <li>• The processing of test answer sheets shall be subcontracted through the prescribed bidding process.</li> <li>• The winning bidder/service provider shall release the results in soft copy which shall be posted by the Bureau at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a>. – A&amp;E icon.</li> <li>• <b>Certificates of Rating (CORs) &amp; Diplomas</b> shall be submitted to the Bureau by the said service provider and which shall undergo inspection by the Accounting/Property Section of the Department.</li> <li>• <b>CORs and Diplomas shall then be released directly to the Division Office through its authorized representative. Said documents shall be properly received by either the Division Supervisor or authorized DALSC, who shall be held accountable for the said documents. The BALS will not be held responsible once the said documents are already in the ALS Division’s safekeeping/custody. Likewise, the ALS Division shall not direct/advise test takers and passers to go to the BALS to claim their CORs and Diplomas, once in their custody.</b></li> <li>• <b>ALS Division Supervisors shall photocopy the CORs for recordkeeping purposes, which may serve as reference in case the test passer lost his/her copy.</b></li> </ul>

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|  | <ul style="list-style-type: none"><li>• A&amp;E Test passers shall claim their CORs and Diplomas from the said ALS Supervisors. <b><i>CORs and Diplomas are issued only once.</i></b> Certification signed by the BALS Director IV is issued in lieu of lost COR and Diploma.</li><li>• BALS shall not issue any form of document apart from the original COR and Diploma.</li></ul> |
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