



*Office of the Secretary*

DepED MEMORANDUM

JAN 09 2006

No. **11**, s. 2006


AMENDMENT TO DEPED ORDER NO. 27, S. 2005  
(Remedial Instruction Programs in High School)

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

1. The following paragraph is hereby amended, to read as follows:

Paragraph 2. Division/City Superintendents are instructed to make sure that each high school takes the appropriate measure to establish the necessary remedial instruction programs based on the given guidelines. Principals of high schools and superintendents are advised that a National Achievement Test (NAT) for Second Year high school students will be administered on February 16, 2006. This test shall not determine who will progress to third year high school. It will only form 30% of the second year high school student's grade in English, Science, Mathematics, Filipino, and Araling Panlipunan in the 4<sup>th</sup> grading period. Computation is given in Enclosure I.

2. Assignment of room examiners shall be done by the Schools Division Superintendents. Room examiners are first year high school teachers coming from another school within the division. Testing date shall be announced later.
3. Guidelines in its administration as enumerated in Enclosure I are hereby issued for the information and guidance of all concerned.
4. Immediate dissemination of this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encl.: As stated

Reference: DepED Order (No. 27, s. 2005)

Allotment: 1—(D.O. 50-97)

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

CHANGE                      STUDENTS  
PROGRAMS                  TESTS

(Enclosure to DepED Memorandum No. 11, s. 2006)

Guidelines in the Administration of the 2006 National Achievement  
Test to Second Year High School Students

The following guidelines in the administration of the National Achievement Test to Second Year high school students in School Year 2005-2006 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 Second Year High School National Achievement Test shall be the staff assigned in their respective school. These include the School Principal, Assistant School Principal, Head Teacher, Department Head/s, 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 Assistant School Principal, Department Heads or School Guidance Counselor/s. If there is 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 ten testing rooms. If there are less than ten 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 come from another secondary school within the Division.

**2. Functions/Responsibilities of Testing Personnel**

- 2.1. The Schools Division Superintendent shall:
  - 2.1.1. oversee the implementation of the testing program in the division;
  - 2.1.2. provide the National Education Testing and Research Center (NETRC) a list of schools and the number of enrollees in the grade/year levels to be tested;
  - 2.1.3. receive from and deliver to the NETRC all the test materials through its authorized courier/ forwarders;
  - 2.1.4. assign division supervisor in the testing center in the remote areas to oversee the test administration; and
  - 2.1.5. identify secondary schools to exchange room examiners.

2.2. The Division Testing Coordinator shall:

- 2.2.1. coordinate with the NETRC activities such as: submission of report on number of examinees per school; delivery and retrieval of test materials, orientation conference and test administration in the division level;
- 2.2.2. attend national orientation seminar-workshops and/or conference on the administration of the national test;
- 2.2.3. conduct an echo division orientation conference to school heads who will act as chief examiners; and
- 2.2.4. perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project.

2.3. The Chief Examiner shall:

- 2.3.1. designate the staff stated in Section 1 from his/her school as Room Supervisor/s and Room Examiner/s;
- 2.3.2. inform the examinees to bring their pencils and snacks on examination day;
- 2.3.3. receive and acknowledge receipt of the test materials from the Division Office;
- 2.3.4. orient Room Examiners on how to administer the test;
- 2.3.5. distribute to and retrieve from the Room Examiners the test materials;
- 2.3.6. monitor and supervise the administration of the test;
- 2.3.7. keep and secure the scoring template;
- 2.3.8. score the answer sheets; and
- 2.3.9. secure the test materials before and after the testing period.

2.4. The Room Supervisor shall:

- 2.4.1. monitor and supervise the conduct of the test in the rooms assigned to her/him;
- 2.4.2. assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials before and after the test; and
- 2.4.3. assist the Chief Examiner in scoring the answer sheets.

2.5. The Room Examiner shall:

- 2.5.1. receive the test booklet (TB) and answer sheets (AS) from the Chief Examiner;
- 2.5.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
- 2.5.3. prepare the board work showing a replica of the AS;
- 2.5.4. give instructions to the examinees before distributing the TBs and ASs;

- 2.5.5. distribute the TBs and ASs to the examinees;
- 2.5.6. administer the test according to the Examiner's Handbook;
- 2.5.7. retrieve the TBs and AS simultaneously; and
- 2.5.8. return the TBs and ASs to the Chief Examiner.

### **3. Testing Center and Testing Room**

- 3.1. Every public high school shall be a testing center.
- 3.2. Rooms where the second year students occupy shall be the testing rooms.
- 3.3. Thirty students shall be tested in one room.

### **4. Report/Forms to be Accomplished**

- 4.1. 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 may be. Used Answer Sheets shall be placed in the envelope to be accomplished by the Room Examiner. Scoring Template and unused Answer Sheets shall be placed in the envelope to be accomplished by the Chief Examiner.

### **5. Test Materials**

- 5.1. Test Booklets. A test booklet contains the test items in five subject areas.
- 5.2. Answer Sheets. These are scannable and can be scanned only if pencils are used to blacken/shade the bubbles/circles.
- 5.3. Pencil. Only 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, 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.
- 5.5. Scoring Template. This is similar to the Scannable Answer Sheets but it has holes or windows through which correct answers in the Answer Sheet can be seen. It shall be used in scoring the answer sheets.
- 5.6. 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. Testing Sessions**

- 6.1. There will be one testing session only.
- 6.2. The test shall start not later than 7:30 o'clock in the morning. A 40-minute lunch break shall start after the third subject has been finished and the fourth subject shall follow immediately after the lunch break.

## 7. Scoring the Answer Sheets

- 7.1. Answer Sheets shall be scored immediately after the test using the Scoring Template.
- 7.2. Only the Chief Examiner and one of the Room Supervisors will score the Answer Sheets. If there is no Room Supervisor due to the small number of examinees (which is less than 5 rooms), only the Chief Examiner shall score the test.
- 7.3. Scoring Guide:
- Get the number of correct answers of each of the five subjects. Divide each score by the total score per subject. Multiply the quotient by 100 to get the percent score per subject.

Example:

<u>Subject</u>	<u>Scores (NAT)</u>	<u>NAT %Score</u>	<u>Student's Grade in Class</u>
English	$55 \div 60 = .916(100) = 91.6$		90
Science	$48 \div 60 = .8 (100) = 80.0$		82
Mathematics	$37 \div 60 = .616(100) = 61.6$		78
Filipino	$52 \div 60 = .866(100) = 86.6$		85
A. Panlipunan	$53 \div 60 = .883(100) = 88.3$		86

- If NAT Y2 rating is 30% of the student's grade and the grade in class is 70%, get the sum of the 30% NAT Y2 %Score and the 70% grade in class to get the student's grade in every subject area for the 4<sup>th</sup> periodical.

Example:

<u>Subject</u>	<u>NAT (30%)</u>	+	<u>Student's Grade in Class (70%)</u>	=	<u>Student's Grade</u>
English	27.48	+	63.0	=	90.48 or 90
Science	24.0	+	57.4	=	81.4 or 81
Mathematics	8.48	+	54.6	=	73.08 or 73
Filipino	25.98	+	59.5	=	85.48 or 85
A. Panlipunan	26.49	+	60.2	=	86.69 or 87

## 8. Delivery of Test Materials

- 8.1. An authorized courier/forwarder shall deliver the test materials to the Division Office.
- 8.2. Test materials for the schools shall be delivered by the Division Office.
- 8.3. 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.
- 8.4. 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 secondary schools a few days before testing day.
- 8.5. 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.

8.6. All test materials received shall be checked against the Delivery Receipt. The same materials shall be opened on examination. Any discrepancy noted must be properly documented by the Chief Examiner.

## **9. Retrieval of Test Materials**

- 9.1. All test materials received by the School Head shall be packed in their original boxes ready for retrieval by the Division Office.
- 9.2. 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.
- 9.3. Test materials shall be retrieved from the secondary schools by the Division Office.
- 9.4. The courier/forwarder who delivered the test materials is the same courier/forwarder to retrieve the test booklets only from the Division Office.
- 9.5. Retrieval of Answer Sheets shall be done by the NETRC representative and should be given top priority by the Division Office.