Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan

September 18, 2017

DIVISION MEMORANDUM
No. 226 s. 2017

ADMINISTRATION OF THE NATIONAL ACHEIVEMENT TEST (NAT)
FOR SCHOOL YEAR 2016-2017

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals In/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public and Private Secondary and
Integrated Schools

1. Please find attached DepEd Memorandum No. 146 s., 2017 which is self-explanatory.

2. In view of this, there will be an orientation conference of public and private secondary and integrated school heads at the Arthur S. Juada Hall, Division Office on September 27, 2017 at 9:00 o'clock in the morning.

3. In the event that the school head could not attend the orientation conference for valid reasons, the school testing coordinator is the authorized representative.

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

Dr. ERNESTO F. SERVILLON JR., MNSA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
Reference: DepEd Memorandum No. 146, s. 2017
Allotment: 1-5 (R.O. 12, s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT EXAMINATION LEARNERS TEST

/MCRP

Republic of the Philippines

Department of Education

DepEd MEMORANDUM
No. 146 s. 2017

14 SEP 2017

ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR SCHOOL YEAR 2016-2017

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will administer the **National Achievement Test (NAT) for Grades 7 and 11 for School Year 2016-2017**, pursuant to DepEd Order (DO) No. 23, s. 2016 entitled *School Calendar for 2016-2017* and DO 55, s. 2016 entitled *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*, on the following dates:

Date	Grade Level of Test Takers
October 3, 2017	Grade 7 pupils of public and private schools (census)
October 10, 2017	Grade 11 students of public and private schools (census)

2. For more information, all concerned may contact the **Bureau of Education Assessment–Education Assessment Division (BEA–EAD)**, Department of Education (DepEd) Central Office, 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 631-2589 or through email address: bea.ead@deped.gov.ph.

3. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

References: DepEd Order Nos.: (23, s. 2016 and 55, s. 2016)
DepEd Memorandum No. 25, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
EXAMINATION
LEARNERS
TEST

APA/ R DM Administration of NAT for Grades 7 and 11 for SY 2017-2018
0792/August 28, 2017

The 2017 NAT
Test Administration Guidelines

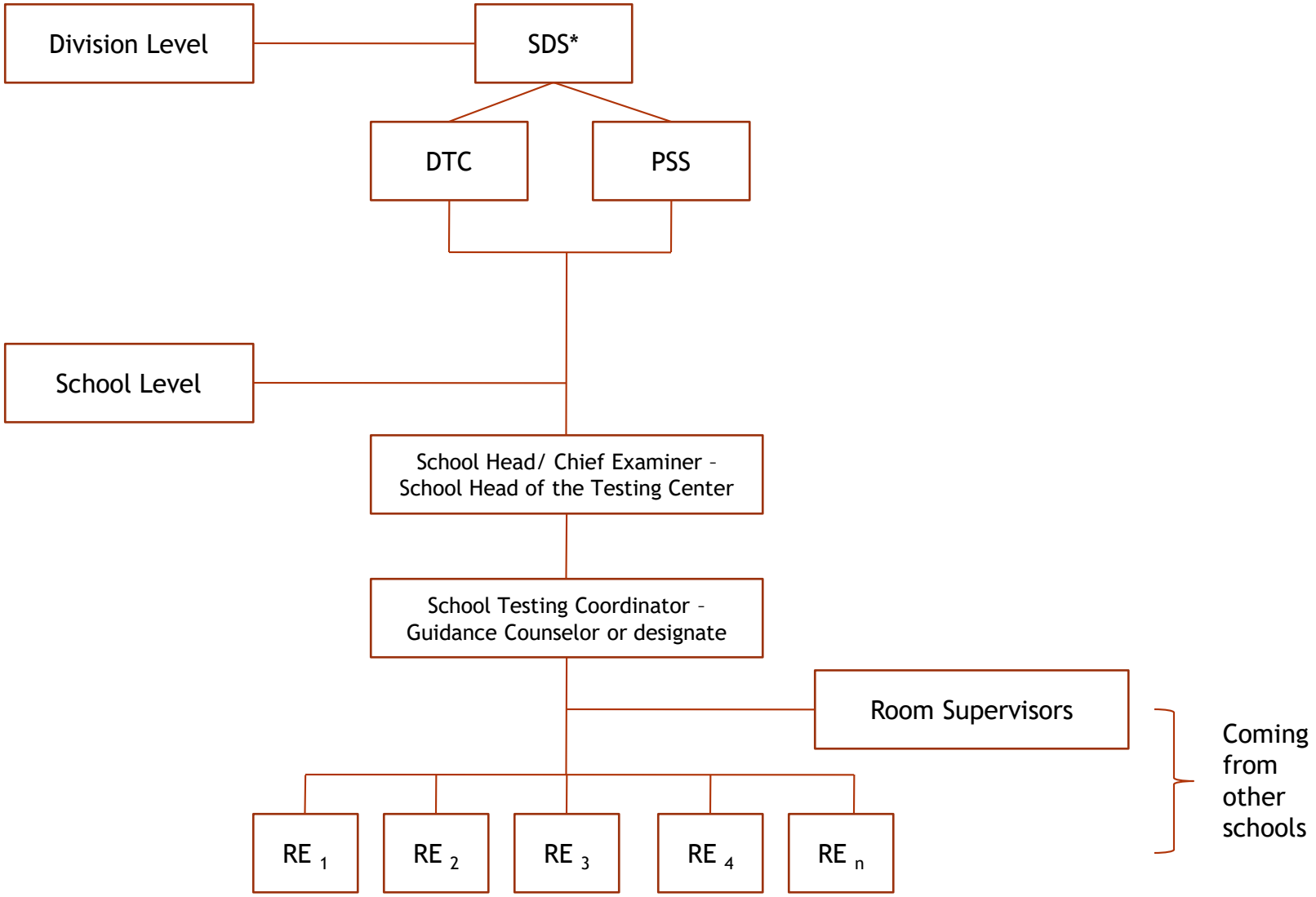
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2017

NAT Acronyms

- SD[illegible]uperintendent
- RTC -Regional Testing Coordinator
- DTC -Division Testing Coordinator
- PSS -Private School Supervisor
- SH -School Head
- STC -School Testing Coordinator
- CE -Chief Examiner
- RS -Room Supervisor
- RE -Room Examiner
- LRN -Learner Reference Number
- TMs -Test Materials
- TB -Test Booklet
- AS -Answer Sheet
- EH -Examiner's Handbook
- SSH -Scannable School Header
- ETRE -Examiner's Transmittal Report Envelope
- CETRE -Chief Examiner's Transmittal Report Envelope
- COR - Certificate of Rating

The Testing Staff and Their Roles and Responsibilities

The Testing Staff at the Division Level



Notes: **1. Assignment of the testing staff shall be done by the SDS.**
2. The NAT is administered in the respective school of the examinees.

The Chief Examiner (CE)

1. Maintains the security and confidentiality of the TMs upon receipt from the DTC (test boxes are opened on examination day);
2. Has the accountability and responsibility for all the TMs received and this ends when the TMs are returned to the DTC;
3. Assigns a **Distribution Room** where all REs can be met before and after the test administration;
4. Counts all packs of TBs and ASs before releasing them to the REs;
5. Records pertinent data about the TMs released to and received from the REs in the Accounting Form (Form 3) and Forms 4, 5, 6 and in the SSH.

Note: The School Head is the Chief Examiner of his/her respective school.

[redacted]

6. Distributes the TBs to each RE and instructs him/her to count these **without opening the pack before leaving the room**;
7. Monitors the REs' proper accomplishment of the different forms while the test proper is in progress;
8. Follows the instructions in the Accounting and Packing of TMs found at the latter part of the EH.
9. Has full awareness of the details of the testing program to be conducted; and
10. Orients every teacher in his/her respective school on the guidelines and EH relative to the test administration.

The Room Examiner (RE)

1. Counts the TBs in front of the CE in the Distribution Room while the plastic bag is still sealed and before proceeding to the testing room;
2. Signs Form 3 as he/she receives the TMs from the CE/STC while still inside the Distribution Room.
3. Checks if the examinees have lead pencils to use and a sheet of blank paper for computation purposes;
4. Facilitates the recording of the Examinee Number and TB Number of the Examinees in the BEA Form 2 (Seat Plan);

[redacted]

5. Supervises closely the shading of bubbles in the Name Grid, LRN and other data/non-test items in the AS;
6. Follows strictly the EH during test administration;
7. Keeps custody of all the used and unused TBs but are **NOT allowed to read the contents**; otherwise, he/she will be given corresponding sanctions based on DepEd Order No. 55, s. 2016;
8. Checks the contents of the ETRE before he/she seals it **while still inside the testing room**; and
9. Accomplishes Form 7.

Notes: **1. Teachers from private schools will be assigned in public schools as REs.**
2. Likewise, teachers from public schools will be assigned in private schools.
3. If teachers are not enough, those from other districts can be assigned.

Insufficient number of Private School Teachers to Serve as REs in Public Schools

1. Public school teachers from other districts may serve as REs when there is insufficiency on the number of private school teachers.

2. For divisions with only few public and private high schools, elementary school teachers from public schools may serve as REs.

3. Teachers from big schools may be dispersed in small private schools.

The Room Supervisor (RS)

1. Monitors the conduct of the test in a testing center with 1 RS assigned in every 10 testing rooms if there are 20 examinees per room;1 RS in every 5 rooms if there are 30 examinees per room;*
2. Checks if the REs adhere to the instructions in the EH;
3. Collects from the REs the unused ASs when the examinees are answering the last subtest;
4. Facilitates the completion in filling out the data in Form 3;

*ELLNA will be administered to Grade 4

*NAT Grade 6 will be administered to Grade 7

*NAT Grade 10 will be administered to Grade 11

The Room Supervisor (continuation)

5. Reminds every RE that the ETREs should be sealed inside the testing room; and
6. Counts and double counts the TBs per pack and the number of ETREs.

Assignment of Room Supervisors:

1. The RS must come from another school other than those schools where REs shall be assigned.
2. The number of RSs assigned in a testing center will depend on the number of examinees in a testing room.

Below is the ratio:

- 1 RS is assigned in every 10 rooms if there are 20 examinees/room
- 1 RS is assigned in every 5 rooms if there are 30 examinees/room

The School Testing Coordinator (STC)*

1. Double checks the enrolment data of the school prior to submission to the DTC;
2. Attends the orientation at the division level in the absence (or on behalf) of the SH;
3. Accomplishes the SSH;
4. Assists the CE in all the testing activities; and
5. Double checks the TMs before final packing, being accountable also on these materials.

Note: **The STC stays in his/her respective school to assist the Chief Examiner in all testing activities.**

The Monitors

1. BEA staff-monitors will be assigned to any testing center(s) nationwide, unannounced in the field.

2. The expenses incurred by external-volunteers are **NOT** chargeable to BEA funds.

Orientation at the Division Level

- This primarily aims to orient all the testing staff in the NAT administration. However, due to budgetary constraints only one representative per school is authorized to attend - either the SH or the STC.
- The school representative is required to attend the orientation. Sanctions should be meted out for non-attendance.
- A mechanism should be devised to ensure all testing staff are properly oriented; one of which is preparing all the teaching force in the school by the SH/STC to serve as REs so that in case of shortage in other testing centers they can be sent to act as REs.

The Enrolment Data, School ID and Learner Reference Number

Guidelines on the Use of School IDs

1. BEIS and BEA are using similar School IDs both recognized by DepEd;

2. New schools without School IDs are given temporary ones ONLY by BEA to avoid duplication and to facilitate allocation of TMs;

3. The School IDs issued by BEA will be used temporarily for future test administrations until such time BEIS issues permanent IDs

4. What School ID should be used in the cases below?

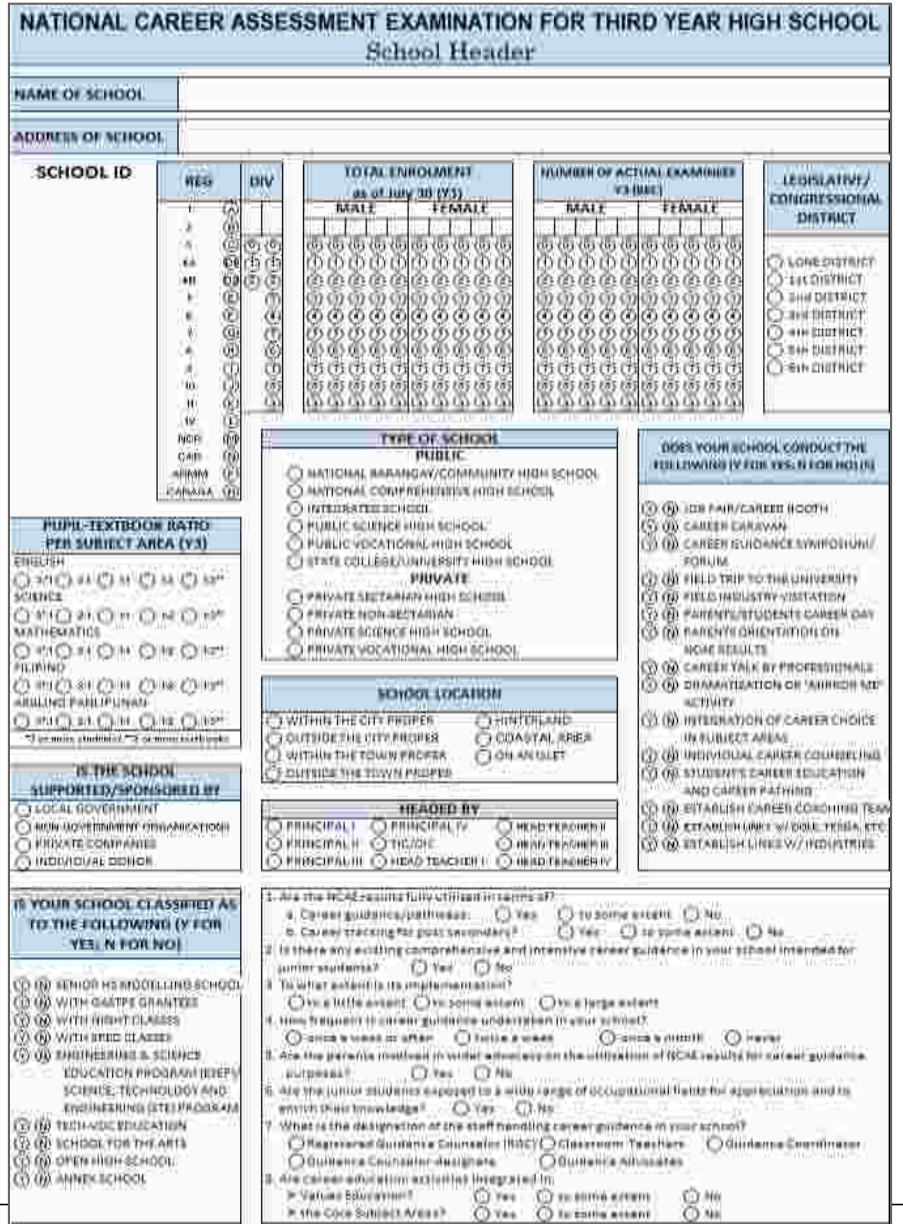
   A. **<u>students who already transferred</u>**:

      The School ID of the present/new school

   B. **<u>schools affected by the calamities and those who are temporarily relocated</u>**:

      Same School ID

1. Update the School ID
2. Cross out the temporary School ID
3. Write the EBEIS School ID below the bar code



NATIONAL CAREER ASSESSMENT EXAMINATION FOR THIRD YEAR HIGH SCHOOL

School Header

NAME OF SCHOOL

ADDRESS OF SCHOOL

SCHOOL ID

REG | DIV

TOTAL ENROLMENT as of July 30 (Y3) — MALE | FEMALE

NUMBER OF ACTUAL EXAMINEES Y3 (SEE) — MALE | FEMALE

LEGISLATIVE/ CONGRESSIONAL DISTRICT

TYPE OF SCHOOL

PUBLIC

NATIONAL BARANGAY/COMMUNITY HIGH SCHOOL
NATIONAL COMPREHENSIVE HIGH SCHOOL
INTEGRATED SCHOOL
PUBLIC SCIENCE HIGH SCHOOL
PUBLIC VOCATIONAL HIGH SCHOOL
STATE COLLEGE/UNIVERSITY HIGH SCHOOL

PRIVATE

PRIVATE SECTARIAN HIGH SCHOOL
PRIVATE NON-SECTARIAN
PRIVATE SCIENCE HIGH SCHOOL
PRIVATE VOCATIONAL HIGH SCHOOL

DOES YOUR SCHOOL CONDUCT THE FOLLOWING (Y FOR YES, N FOR NO) (I)

JOB FAIR/CAREER BOOTH
CAREER CARAVAN
CAREER GUIDANCE SYMPOSIUM/ FORUM
FIELD TRIP TO THE UNIVERSITY
FIELD INDUSTRY VISITATION
PARENTS/STUDENTS CAREER DAY
PARENTS ORIENTATION ON NCAE RESULTS
CAREER TALK BY PROFESSIONALS
DRAMATIZATION OR "MIRROR ME" ACTIVITY
INTEGRATION OF CAREER CHOICE IN SUBJECT AREAS
INDIVIDUAL CAREER COUNSELING
STUDENT'S CAREER EDUCATION AND CAREER PATHING
ESTABLISH CAREER COACHING TEAM
ESTABLISH LINKS W/ DOLE, TESDA, ETC
ESTABLISH LINKS W/ INDUSTRIES

PUPIL-TEXTBOOK RATIO PER SUBJECT AREA (Y3)

ENGLISH
SCIENCE
MATHEMATICS
FILIPINO
ARALING PANLIPUNAN

SCHOOL LOCATION

WITHIN THE CITY PROPER
OUTSIDE THE CITY PROPER
WITHIN THE TOWN PROPER
OUTSIDE THE TOWN PROPER
HINTERLAND
COASTAL AREA
ON AN ISLET

IS THE SCHOOL SUPPORTED/SPONSORED BY

LOCAL GOVERNMENT
NON-GOVERNMENT ORGANIZATION
PRIVATE COMPANIES
INDIVIDUAL DONOR

HEADED BY

PRINCIPAL I
PRINCIPAL II
PRINCIPAL III
PRINCIPAL IV
TIC/OIC
HEAD TEACHER I
HEAD TEACHER II
HEAD TEACHER III
HEAD TEACHER IV

IS YOUR SCHOOL CLASSIFIED AS TO THE FOLLOWING (Y FOR YES, N FOR NO)

SENIOR HS MODELLING SCHOOL
WITH GASTPE GRANTEES
WITH RIGHT CLASSES
WITH REED CLASSES
ENGINEERING & SCIENCE EDUCATION PROGRAM (SEEP)/ SCIENCE, TECHNOLOGY AND ENGINEERING (STE) PROGRAM
TECH-VOC EDUCATION
SCHOOL FOR THE ARTS
OPEN HIGH SCHOOL
ANNEX SCHOOL

1. Are the NCAE results fully utilized in terms of:
   a. Career guidance/pathways: Yes / To some extent / No
   b. Career tracking for post secondary? Yes / To some extent / No
2. Is there any existing comprehensive and intensive career guidance in your school intended for junior students? Yes / No
3. To what extent is its implementation?
   To a little extent / To some extent / To a large extent
4. How frequent is career guidance undertaken in your school?
   Once a week or after / Twice a week / Once a month / Never
5. Are the parents involved in wider advocacy on the utilization of NCAE results for career guidance purposes? Yes / No
6. Are the junior students exposed to a wide range of occupational fields for appreciation and to enrich their knowledge? Yes / No
7. What is the designation of the staff handling career guidance in your school?
   Registered Guidance Counselor (RGC) / Classroom Teachers / Guidance Coordinator / Guidance Counselor designate / Guidance Advocates
8. Are career education activities integrated in:
   - Values Education? Yes / To some extent / No
   - the Core Subject Areas? Yes / To some extent / No

Special Group of Examinees in the NAT

1. Allot a separate testing room for the special group of examinees from the regular ones as indicated in the submitted enrolment data (as the case may be) listed below:

   A. Special Science Curriculum (SSC)
   B. Technical-Vocational Education (TVE)
   C. Science and Technology, Engineering and Mathematics (STEM) /Engineering and Science Education Program (ESEP)
   D. Special Program for the Arts (SPA)
   E. Open High School Program (OHSP)

Note: This is for public schools only.

Special Group of Examinees in the NAT

2. Examinees must be alphabetically arranged in Form 1 and Form 2.

3. Instruct the examinees to properly shade in their AS the curriculum/program they belong to. This is to correspondingly provide a report on their test results separate from the others.

Elementary: Do you belong to a section with Special Science Curriculum? (Yes or No)

Secondary: Do you belong to a section with any of the following programs? (Tech-Voc, ESEP/STEM, SPA, OHS)

Special Group of Examinees in the NAT

4. The ETRE(s) of the special group of examinees must be **specifically labelled** at the upper right hand corner with **bold ink** to separately process their ASs from the regular **Kto12** examinees.

ETRE Label:
SSC / TVE / ESEP or STEM / SPA / OHSP

5. The SSC examinees will use the same school ID with the regular examinees.

Guidelines on the Use of Learner Reference Number (LRN)

1. Use the LRN provided by the Office of the Planning Service, DepED Central Office.

2. The LRN must be reflected on each of the examinees' AS and in Form 1.

3. In case the LRN is still not available, leave it blank.

Test Administration Guidelines

Pr Test Guidelines

C	lines
Distribution of TMs	1. Early in the morning of exam day in nearby schools 2. A day before the test to far schools or even earlier to far flung schools 3. DTC issues the Oath of Confidentiality to each SH
Information Dissemination	**To Examinees:** 1. Inform the examinees to bring pencils (lead#2) on exam day. 2. Inform the students to bring snacks/lunch on exam day. They are not allowed to leave the campus. 3. Inform the examinees that they should know the curriculum / program they belong to (BEC, ESEP/STEM, TVE, SPA and OHSP) 4. Inform the examinees to have a copy of their ratings in the third grading period: Math, English, Science, Filipino and HeKaSi/Araling Panlipunan. 5. Advise the examinees to have a copy of their LRN. 6. The coverage of NAT G-10 includes the core subjects and the Critical Thinking Skills Test

Concern	Guidelines
Information Dissemination	**To Schools:** 1. The list of examinees must be alphabetically arranged in the whole school. 2. Each listed examinee should have his/her corresponding LRN. 3. Inclusion Policies a. Examinees with Hearing Impairment (HI) may take the test and may be included in the regular testing room 4. Non-testing officials are not allowed to stay in the vicinity of the testing rooms.
Preparation of Classrooms	1. Well lighted and conducive for testing. 2. For Grade 6 and Grade 10, 30 armchairs should be provided. 3. The arrangement of the seats must be well-spaced & spread out; first and last rows should be close to the walls.

Concern	Guidelines
Merging of Excess Examinees and Testing Centers	1. In case there are five or less examinees in excess in a large testing center, they can be integrated in the last five rooms, each accommodating an examinee. The examinee will be the last in the list/seat plan. Customize Forms 1 and 2 in order to include the additional examinee. Add another box/space in the forms. 2. Examinees from small-size private schools can be merged and tested in one testing center in a city or in a municipality. A Master Teacher shall be assigned as the CE. 3. There should be separate C/ETREs for each school in case there is merging of small size schools into one testing center. 4. In case merging with other small testing center is not possible, e.g. 35 registrants only, all examinees maybe accommodated in one testing room. Another set of Forms 1 and 2 will be used for the 5 examinees. 5. No integration of excess examinees will be done if there are enough testing rooms and room examiners (coming from other schools) to serve in the testing center.

Concern	Guidelines
On Checking the Identity of the Examinee	1. Countercheck the identity of each examinee through his/her School ID. 2. If ID is not available, ask the examinee to present a notebook or any personal belonging bearing his/her name. 3. In the absence of # 1 and # 2 identification proof, any students inside the testing room to attest his/her identity.
Test Materials Allocation	**NAT Grade 6 and NAT Grade 10** ■ 100% allocation of TBs and ASs based on the total enrolment

Filling Out the Scannable School Header (SSH)

1. Data must be prepared by the STC days ahead before exam day.
2. Transcribe the data in the SSH using a PENCIL (lead# 2) during exam day.
3. Every variable is labeled with **S** if a school concern and **G/Y** if a grade/year concern.
4. There are variables specific only for private schools (such as GASTPE) and for the public schools (CFSS, etc.)
5. GASTPE grantees must be properly identified by year level and type of grant (EVS or ECS).

Filling Out the SSH

6. Observe the place values in filling in boxes requiring nominal data. The right most box is for ones followed by tens, hundreds and thousands. Empty boxes have to be filled in with zeroes.

Ex. Actual number of examinees: 203

0	2	0	3

An actual number of 94 examinees is filled out as:

0	0	9	4

7. **In NAT, there is an inclusion of a checklist on teachers' trainings / staff development activities on raising learners' achievement level in the core subjects at the school level.**

Instructions for the Recording of Time

1. Time allocation serves as guide in the recording of time but the corresponding actual time in answering each subject should be written in the Time Started and Time to End.

2. The recording of time is done by cluster of subjects answered before and after breaks (snacks and lunch); for which the time records should be written in the blanks provided.

Pretest : Entrance and Seating Arrangement

1. Count the TBs before opening the package in front of examinees.
2. Do not allow electronic devices (calculator & cell phones), references (dictionaries) and rulers in the exam room.
3. All belongings shall be placed in front below the chalkboard. Only pencils, sharpeners and a computation paper shall be with the examinees while the test is going on.
4. Seat Assignment must be strictly based on the Seat Plan.
5. Seats of late comers/absentees must be left vacant.
6. Count the TBs and ASs in front of the examinees prior to distribution

Note: No other persons should be allowed in the premises of the Examination Rooms except the testing staff and authorized monitors.

Pretest : Distributing and Checking the TBs and ASs

1. TBs and ASs must be distributed correspondingly by Serial Number based on the Seat Plan. Hence, TMs of absentees must remain in the plastic bag under the custody of the RE.
2. Distribute TMs from right to left and from lowest serial number.
3. Check page by page.
4. Place defective/unused TB and AS, if any, in the plastic bag.

Pretest : Distributing and Checking the TBs and ASs

5. Check and double check if all examinees have shaded the correct circles pertaining to the NAME GRID and all the necessary information about the examinee.
6. Remind examinees to use eraser for pencils. Tape or liquid erasers are NOT allowed.
7. No examinees should start accomplishing the NAME GRID unless they have shown their pencils.
8. Do not start the Test Proper unless each examinee has properly shaded the NAME GRID.

Test Proper

1. Read verbatim the information in boxed portions of the handbook. Do NOT translate in local language/dialect.
2. Always record the time started and the time when clustered subject tests will end.
3. Do NOT add nor subtract minutes in the time allocated.
4. Accomplish the Seat Plan while the examinees are answering the EDQ.
5. Accomplish Form 7 while test is in progress.
6. Closely supervise the examinees in accomplishing the AS so that reliable data can be generated.

Post Test

1. Give five (5) minutes to inspect and clean the ASs.

2. The Examinee Stubs should be turned over by the RE to the Guidance Counselor or SH.

3. Count the TBs and ASs before allowing examinees to leave the testing room.

Post Test : Accounting of Test Materials and Preparation of Reports

1. Count and arrange the TBs and ASs consecutively by serial number.
2. Accomplish the ETRE's data. Indicate the number of registrants and the actual number of examinees.
3. After the contents have been accounted for, SEAL the ETRE with the DepED-BEA tape and sign across it while still inside the testing room.
4. Account for and submit to the CE the TMs used.

Post Test : Contents of ETRE

1. Report on time test started and ended by cluster of subjects (Board Work on Actual Time Record)
2. Used ASs placed in [redacted]
3. Form 1 and Form 2
4. Form 7

Post Test : Contents of CETRE

1. Unused ASs
2. Form 3
3. Form 4
4. Scannable School Header

Note: Forms 5 & 6 shall be submitted separately to the DTCs

Post Test : Materials for Submission to the Division Offices

1. Bundles of ETREs and CETREs placed in the **original boxes**
2. Bundles of used and unused TBs placed in the **original boxes**
3. Examiner's Handbook
4. BEA Form 5 to be placed inside Box No. 1 for the TBs of the Division (on top of the TBs)
5. BEA Form 6 to be placed inside Box No. 1 of ETRE's/CETRE's of the Division (on top of the CETREs)

Post Test : Materials for Submission to the Division Office

Reminders:

1. The SHs have to return the TMs within 24 hours.
2. Take note of the guidelines regarding the time and date of the Forwarder's retrieval of the TMs.
3. Accomplish the Questionnaire on Forwarder's Performance.
4. Notify BEA if TMs are ready for retrieval or if they were not retrieved promptly.

Utilization of the Certificate of Ratings (COR)

The utilization of the COR is stipulated in the following issuances:

- DepEd Memo NO. 228, s. 2007
- DepED Memo No. 278, s. 2010

Practices in Some Divisions Relative to the Utilization of the COR

1. Attach the COR in the Form 137 in Grade 6 as part of the student's credentials prior to enrolment.

2. The COR is photocopied. One copy is for the school where the student intends to enrol while the original COR is given to him/her.

Good Practices as Reflected in a School Culture

- **Region/Division Codes and School ID**

  Posting permanently in every classroom (near the chalkboards) the information on the Region and Division Codes and the School ID

- **Learner Reference Number**

  The LRN is used by the examinee in any form of school and classroom-based assessments. This practice may be adopted not only during national examinations.