



National Career Assessment Examination

EXAMINER'S HANDBOOK

Republic of the Philippines
Department of Education
NATIONAL EDUCATION TESTING AND RESEARCH CENTER
Pasig City, Philippines
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EXAMINER'S HANDBOOK

NATIONAL CAREER ASSESSMENT EXAMINATION

1. INTRODUCTION

This Examiner's Handbook is intended for those involved in the administration of an assessment examination for **Grade Nine or Third Year high school students**. It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this Handbook is necessary.

The functions of the Room Examiner are the following:

1. receives the Test Booklets (TBs) and Answer Sheets (ASs) from the Chief Examiner and signs the Form 3
2. accounts for the TBs (while the plastic bag is still sealed) and ASs he/she receives before proceeding to his/her room assignment
3. posts on the board replicas of the coverage of the test, time limits and the Name Grid
4. gives the general directions to the examinees before distributing the TBs and ASs
5. distributes the TBs and ASs to the examinees
6. administers the test according to the Examiner's Handbook
7. checks whether the examinees shaded the Name Grid and other information in the front side of the Answer Sheet correctly before proceeding to the test proper
8. keeps the excess TBs inside the plastic bag to be packed inside the examination room while the test is in progress but not allowed to read the Contents of the Test Booklets as stipulated in DepED Order No. 85, s. 1999
9. retrieves from the examinees the TBs and ASs simultaneously (with the AS inserted in the TB)
10. arranges the used and unused TBs consecutively by serial number then puts them back in the plastic bag with the Batch Slip. Places the used ASs in original plastic bag; while the unused ASs are returned to the Chief Examiner
11. seals the ETRE while still inside the examination room
12. returns the TBs and ASs to the Chief Examiner.

2. INSTRUCTIONS IN THE ADMINISTRATION OF THE TEST

To the Room Examiner:

An important factor that affects performance in a test is the psychological climate in the testing room. It is important therefore that you be very pleasant during the test. Rapport must be established with the examinees because they work better when they are relaxed and properly motivated.

The activities pertaining to the test have to do with: pre-test, test proper and post-test. A checkbox is provided before the number that indicates a major activity and before the boxed instructions to be read aloud to the examinees. Put a check mark (√) inside the box after each activity/instruction has been done/given. Follow the succeeding instructions strictly to ensure fair and standardized test administration.

2.1 PRE-TEST

2.1.1. Board Displays

Replica of the Name Grid and the Coverage of the Test

One Test Booklet (TB) for all parts of the test.

Parts of the Test	Item Numbers	Time Limit	Time Allocation	Time Started	Time to End
Morning Session					
Part I					
General Directions and EDQ		10 min.	8:00 – 8:10	_____	_____
Test Proper					
Part II					
A. NCAE					
Reading Comprehension -----	1 – 50	50 min.	8:11 – 9:00	_____	
Clerical Ability -----	1 – 20	10 min.	9:01 – 9:10		
Mathematical Ability -----	1 – 40	50 min.	9:11 – 10:00		
<i>Snacks</i>		15 min.	10:01 – 10:15		
Visual-Manipulative Skills -----	1 – 20	20 min.	10:16 – 11:35	_____	
Verbal Ability -----	1 – 50	40 min.	11:35 – 12:15		_____
Total (test proper)	180	170 min.	(2 hrs. & 50 min.)		
Afternoon Session					
Scientific Ability -----	1 – 40	40 min.	1:00 – 1:40	_____	
Logical Reasoning -----	1 – 15	15 min.	1:41 – 1:55		
Non-Verbal Ability -----	1 – 20	15 min.	1:56 – 2:10		
Entrepreneurial Skills -----	1 – 20	20 min.	2:11 – 2:30		_____
Total (test proper)	95	170 min.	(1 hr. & 30 min.)		
Total Number of Items	275	4 hrs. & 20 mins			
B. OISSS -----	1 - 260	1 hr.		_____	_____
		5 hrs. & 20 min.			
NOTE: Write actual time in the blank spaces provided for.					
OISSS is an acronym for the Occupational Interest Inventory for Students in Secondary School					

2.1.2. Entrance and Seating Arrangement

1. Inspect the seating arrangement before instructing the examinees to enter the testing room. There should be six rows of armchairs. The seats should be spaced far enough from each other to discourage unnecessary talking among examinees.

2. To facilitate control of passing in and out of the room, only one door should be kept open.
3. Instruct the examinees to line up outside the room in alphabetical order of their surnames.
4. Instruct them to enter the room also in alphabetical order. Let the first six examinees occupy the front line first, then the second, until the last line, as shown below.

Chalkboard Examiner's Table						
	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
Line 1	1	2	3	4	5	6
Line 2	7	8	9	10	11	12
Line 3	13	14	15	16	17	18
Line 4	19	20	21	22	23	24
Line 5	25	26	27	28	29	30

5. In no case shall there be more than 30 examinees in a room.
6. Check the attendance by calling out the names of the examinees from the list, prepared by the School Principal/Testing Coordinator.
7. Check the identities of the examinees inside each examination room by all means (e.g. ID, notebooks bearing the examinee's name; etc.) using the following procedure:
 - a. Countercheck the identity through the ID.
 - b. If ID is not available, ask the examinee to present a notebook or any belonging bearing his/her name.
 - c. In the absence of requirements for a & b identification materials, ask his/her respective classmates inside the Examination Room to attest the identity.
8. Inspect the chairs of the examinees to ensure that only pencils and blank sheets of paper for computation purposes are there.
9. Instruct them that all belongings are placed in front of the rooms underneath the blackboard; except the pencils, sharpener and a clean sheet of paper.

2.1.3. Orientation of the Examinees

After the examinees are seated and all chairs are cleared, say:



Good morning everybody. I am (State your name) There are some points you should remember to follow while taking the test. I shall read each one.

Read the following slowly and clearly:



1. *You will answer nine subtests of the NCAE and an occupational interest inventory.*
2. *You are not allowed to leave the room once the test has started.*
3. *Do not open your test booklet until you are told to do so.*
4. *If you have any problem such as missing pages or words that are not printed clearly, raise your hand so I can help you.*
5. *Questions on the directions or on any test item will not be entertained after the test has started.*
6. *Do not write anything on the Test Booklet. A separate set of Answer Sheets is provided for your answers. When answering the Mathematical Ability test, you may use a clean sheet of paper for your computation but submit this to me after the test.*
7. *Use lead pencil in answering the test.*
8. *Remember to keep your Answer Sheets clean and free from unnecessary marks. DO NOT fold, crumple, or crease any portion of it, otherwise it may be rejected by the scanning machine.*
9. *Select your answer from the given choices and blacken the circle that corresponds to your answer in the appropriate item number on your Answer Sheet.*
10. *You may change your answer by erasing it neatly. Liquid and tape erasers are NOT allowed.*
11. *Work quietly and mind only your own work. Do not use books, dictionaries, slide rules, calculators, cell phones, and other electronic devices inside the testing room.*
12. *Refrain from cheating. If you are caught cheating and have been warned twice, but persist on cheating, you will not be allowed to take the test any further.*
13. *The total time for the test will be 5 hours and 20 minutes. You will be given a 15-minute break in the morning after the third subtest and a 45-minute lunch break after the fifth subtest.*
14. *Work fast enough so you will finish the test within a given time. If you finish the test ahead of time review your answers.*
15. *I will announce when the given time to finish the test is up.*
16. *When I say STOP, put your pencils down.*

After you have read the guidelines, allow examinees to go out to attend to personal needs (i.e., restroom), if necessary, before distributing the materials.

2.1.4. Distributing the Answer Sheet (AS) and Test Booklets (TBs)

Cut with a pair of scissors or a blade one end of the plastic bags (one containing the TBs and the other the ASs). Check their quantity and see to it that these are accurate and not tampered. There are thirty (30) TBs in a pack. Each examinee will have one TB and a set of ASs (two sheets). **IMPORTANT: Make sure that each examinee will receive two sheets of AS with the same barcode (Examinee Number).**

In the distribution of the TBs and ASs follow the numbering of examinees shown on Page 5. Start with the examinee in Number 1 by giving him/her the TB/AS with the lowest serial number and end with the examinee in Number 30, giving him/her the highest serial number.

Seats of the latecomers/absentees should be left vacant but the allocated TM's should be placed in their respective seats to be collected later before the Test Proper starts.

2.1.5. Checking the Test Booklets and Answer Sheets

- After each Examinee has received a TB and a set of ASs, say:

Everybody, put the Answer Sheet on your chair/desk. (Wait until everybody has done this.) Look at your Test Booklets. (Pause.) Check the pages one by one. If you notice any misprint or a missing page, raise your hand and I will change it.

Pause. Wait until everybody has done this. Then say:

- Everybody, look at your Answer Sheet. Find out if there are defects. In case there are, raise your hand and I will change it.*

Pause. Look for raised hands. In case a TB or an AS is defective, the whole set must be changed. Get this from the regular pack, if there are extras; if none, request the Room Supervisor to give you the exact number of copies needed from the buffer which is in the custody of the Chief Examiner. This should be noted in the Examiner's Report. When all TBs and ASs have been checked, keep the unused TBs and ASs in your custody while the test is in progress, and to be packed with the others upon submission of reports to the Chief Examiner during the post test.

2.1.6. Filling in of Information in the Answer Sheet

- Say:

The Answer Sheet is composed of two sheets with three pages printed back to back (for the first sheet) broken down as follows:

The front page (Page 1) contains the circles for the basic information about yourself and the Examinee's Descriptive Questionnaire (EDQ) circles numbered 1 to 15.

*The back page (Page 2) contains circles numbered 1 to 50 for **Reading Comprehension**, 1 to 20 for **Clerical Ability**, 1 to 40 for **Mathematical Ability**, 1 to 20 for **Visual-Manipulative Skills**, 1 to 50 for **Verbal Ability**, 1 to 40 for **Scientific Ability**, 1 to 15 for **Logical Reasoning Ability**, 1 to 20 for **Non Verbal Ability**, and 1 to 20 for **Entrepreneurial Skills**.*

*In marking the circle, see to it that the whole space within the circle is fully shaded. The front page of the second sheet contains the OISSS. **Make sure that the Serial Numbers of your first and second sheets are similar.***

2.1.6.1. Filling up the Name

- Say:

You shall now fill in the information called for on the front page of the Answer Sheet (Replica on page 2). First of all, print your name inside the box provided for in the examinee stub found on the upper portion of the Answer Sheet. Then print your name inside each box provided for in the name grid.

Pause. Give the Examinees enough time to write their names. Then say:

- Accomplish the name grid found on the upper part of the Answer Sheet. The basic rules in filling up the name grid are as follows:
1. Write only one letter in each box. Below letter Z are Ñ and dash (-).
 2. Enter your last name first. If you are a "JR", "III", "IV", etc., write it immediately after the blank box following your surname. Or, if your surname consists of two or more words such as de la Cruz, de los Santos, San Ignacio, etc., write your surname leaving blank boxes in between. DO NOT go beyond the boxes provided for surname if they are not enough for your surname. The next boxes are for your first name(s). If the boxes for surname are more than enough, leave the boxes blank.
 3. Enter your first name(s) starting from the box divided by a vertical line marked FIRST NAME. If you have more than one first name, write your names leaving blank boxes in between. DO NOT go beyond the boxes provided for first name if the boxes are not enough for your first name. The last box is for your middle initial.
 4. Finally, fill in your middle initial. If you have two middle names such as San Juan, de Vega, or de los Angeles, write only the first two letters of your middle names. There are two columns for the middle name.

- Pause. Let the Examinees follow the instruction, then, say:
- If you have filled in your last name, first name and middle initial, blacken the circles corresponding to the letters written in the boxes.*

Go around to see that this is done by the Examinees correctly.

2.1.6.2. Filling up Birth Date

- Say:
- The Birth Date is given in the form of month-day-year, specifically:
Example: January 6, 1991
Month - Blacken the circle corresponding to the month of birth which is January.
Day - Two columns are allotted for the day although one circle in each column is blackened. The range is from 01 to 31. Days ranging from 1 to 9 are entered as 01 to 09, so blacken 0 in the first column and 6 in the second column.
Year - Only the last two digits of the year of birth are entered. Blacken 9 in the first column and 1 in the second column.*

2.1.6.3 Filling up Gender

- Say:
- Indicate your gender by shading the corresponding circle. Example: If you are a boy or man, shade male. If you are a girl or woman, shade female.*

2.1.6.4. Filling up Applying for a Scholarship Grant

- Say:
- Indicate whether you are applying for a Scholarship or not. Example: If you are, blacken yes, if not, blacken no.*

2.1.6.5. Filling up If Yes, Applying for a Scholarship Program



Indicate whether you are applying for any one of the Scholarship Programs or not. Example: If you are applying for CHED Scholarship Program, blacken the corresponding bubble. Do the same if you are applying for other types.

2.1.6.6. Filling up the Class Shift



Shade 1 if holding classes the whole day. Shade 2 if the lessons for the class are held on a half day. The other half for another section or for another grade/year level; and so forth.

2.1.6.7. Filling up Out-of-School Youth



Indicate whether you are an out-of-school youth or not. Example: If you are an out-of-school youth, blacken yes, if not, blacken no.

2.1.6.8. Filling up GASTPE Grantee



Say:

*Indicate whether you are a GASTPE grantee. If yes, blacken bubbles for **YES**, and the bubble for **NO** if not. Example: If yes, blacken EVS (Education Voucher System) or ECS (Education Contracting Service).*

2.1.6.9. Filling up School Subject Grade



Say:

Blacken the circles that correspond to your final Second Year ratings last year for 3rd Year students, respectively in the five subject areas: Math, English, Science, Filipino, and TLE. Example: If your grade in Mathematics is 90 blacken 9 in the first column and 0 in the second column.

2.1.6.10. Filling up Number of Students in a Class/Section (How many are you in your class/section?)



Say:

Blacken the circles that correspond to the number of students in your regular class/section. Example: If you are sixty-five (65) in your regular class/section, blacken 6 in the first column and 5 in the second column.

2.1.6.11. Filling up School ID



Say:

Blacken the circle corresponding to your 6-digit School ID. It consists of six numbers. Check your School ID against the School ID on the board. (Go around to check that the School ID is written correctly).

2.1.6.12. Filling up Learner Reference Number (LRN)

- Blacken the circle corresponding to your 12-digit LRN. It consists of twelve numbers. Check your LRN given by your class adviser. (Go around to check that numbers for the LRN are written correctly in the corresponding boxes).*

2.1.6.13. Filling up School Location

- Say:
Blacken the circle corresponding to the type of community your school is located. If your school is located in a rural area, blacken rural. If your school is located in an urban area, blacken urban.

2.1.6.14. Filling up Region and Division Codes

- Say:
Blacken the circle corresponding to your Region and Division Code. It consists of numbers and letters. Check your Region and Division Code against the Region and Division Code written on the board. (Go around to check that the Region and Division Code are written correctly.)

2.1.6.15. Filling up Type of School

- Say:
Blacken the circle corresponding to your type of school. If your school is a public high school, choose from among the four types and shade the corresponding circle. If your school is a private high school, choose which among the four types and shade the corresponding circle.

2.1.6.16. Filling up Name and Address of School

- Say:
Write the name and address of your school on the space provided in Page 2 of your Answer Sheet.

2.1.6.17. Writing the Signature and Printed Name

- Say:
Affix your signature over your printed name on the space provided in Page 2 of your Answer Sheet.

Give the Examinees enough time to do this. Check that each Examinee does this correctly.

It is imperative to check and double check that all Examinees have shaded the correct circles pertaining to the NAME GRID, School ID and all the necessary information about the Examinee. To do this, go around and inspect each Examinee's AS. **(THIS IS VERY IMPORTANT)**.

2.2. TEST PROPER

2.2.1. Reading the General Directions (3 minutes)

Everybody, open your Test Booklets. Read the general directions silently and with understanding. I will give you three minutes to do this.

2.2.2 Administering the Examinee's Descriptive Questionnaire (EDQ)

After three minutes, say:

Part I, the Examinee's Descriptive Questionnaire (EDQ) is not a test. It consists of 15 items on some information you are to give answers. After each item on your Answer Sheet, shade the circle/s of the letter that corresponds to your answer to that particular item. There are several circles for each item. Some items require you to shade as many circles while some items require you to mark only one circle corresponding to your answer. Do not leave any item unanswered.

Part I will last for 10 minutes. Record your answers for this part on the lower portion of the front page of the Answer Sheet. Everybody, open your test booklets to the EDQ.

(Show them the EDQ portion), Ready Begin!

2.2.3. Accomplishing the Seat Plan (NETRC Form 2)

While the examinees are answering the EDQ, let each Examinee write his Name, Examinee Number, and the Test Booklet Number on the Seat Plan. Fill in the Project Title (National Career Assessment Examination), Region, Division, School Name and Address, Date of Examination and Room Number.

2.2.4. Administering the Subtests in Reading Comprehension, Clerical Ability, Mathematical Ability, Visual-Manipulative Skills, and Verbal Ability (2 hrs and 50 minutes)

After ten minutes, say:

Are you now ready to start answering the test? The test proper this morning will last for three hours. The time limit for each subtest is as follows: Reading Comprehension, 50 minutes; Clerical ability, 10 minutes; Mathematical Ability, 50 minutes; Visual-Manipulative Skills, 20 minutes; and Verbal Ability 40 minutes. You will have a 15-minute snacks break after the third subtest. Ready Begin.

Record on the board the time started and the time to end for snacks break, and the time started and time to end for lunch break. After the fifth subtest, say:

Insert your Answer Sheets in your Test Booklet and place these under your seat while you have your lunch.

2.2.5. Continuing the Test after Lunch Break

- After 1 hour and 5 minutes say:

We are about to continue the test. The subtests for this afternoon are Scientific Ability, 40 minutes; Logical Reasoning, 15 minutes; Non Verbal Ability, 15 minutes; and Entrepreneurial Skills, 20 minutes. The test proper will last for one hour and 30 minutes. The test will end at (point to the written time to end on the board).

Go around and see to it that the examinees are recording their answers properly. Record on the board the time to end. The recorded time to end is from the time it started after the 45-minute lunch break.

2.2.6. Administering the OISSS

- Say:

*You are now in the last part of the Test Proper, ready to answer the OISSS. Read and understand the instructions. Shade your answers in Page 3 of the Scannable Answer Sheet. Make sure that the two sheets have **similar Examinee Numbers**.*

2.2.7. Filling up the OISSS

- Read the directions:

Read each activity carefully. On your Answer Sheet found in Page 3, indicate how would you enjoy doing each activity by blackening the circle which matches your reaction.

A – Very Much

C - Little

B – Much

D – Not at all

2.2.8. Collecting the Answer Sheets and the Test Booklets

- After the recorded time to end, say:

Everybody, stop writing. Close your Test Booklets. (Pause and wait that everybody has complied.) I will now collect your Test Booklets. (Collect the TBs).

You are given five minutes to inspect your Answer Sheet. Make sure your erasures, if any, are clean. See to it that the circle selected for each item is shaded properly. The circle should have uniform shading. Be sure that only one is shaded for each item.

Notes: 1. Accomplish Forms 1 and 7 while the test is in progress.

2. While the examinees are answering the OISSS, the unused AS shall be collected by the Room Supervisor/ Chief Examiner and shall instruct each RE to indicate the Serial Numbers of Unused Test Booklets and Answer Sheets in Form 3.

Go around to make sure the Examinees have shaded the NAME GRID properly and have torn the Examinee Stub. After the inspection has been done, say:

- I will go around to collect your Answer Sheets and your scratch papers.*

Collect and count all used and unused TBs and ASs and place these in the original plastic bags. Make sure that all materials have been retrieved. In case a test booklet is missing exhaust all means to find it. **DISMISS EXAMINEES ONLY AFTER ACCOUNTING THESE TEST MATERIALS.**

2.2.9. Dismissing the Examinees

After all materials are accounted for, say:



We are through with the test. You may now go out quietly in single file.

2.3. POST TEST

2.3.1 Preparing the Reports

2.3.1.1 Prepare the following reports:

1. Time Record (copy of the board display with the actual time record by cluster of subtests)
2. **Form 1** (List of Actual Examinees)
3. **Form 7** (Room Examiner's Test Administration Evaluation Report)
4. Information in the Room Examiner's Transmittal Report Envelope (**ETRE**) - e.g., number of registrants and actual examinees

2.3.1.2 Place the following inside the ETRE:

1. Time Record
2. Used ASs arranged consecutively by Examinee Number (placed inside the original plastic bags)
3. NETRC Form 1 and Form 2 (one sheet, back to back)
4. NETRC Form 7

2.3.2 Sealing the ETRE while Still Inside the Examination Room

2.3.2.1 The examiner seals the ETRE with the DepED-NETRC paper tape after which she/he signs across and beyond the tape as proof that the contents have been verified.

2.3.3 Turning Over of Materials to the Chief Examiner

Turn over to the Chief Examiner the following materials:

- 2.3.3.1 Sealed ETRE with the complete contents indicated in 2.3.1.2
- 2.3.3.2 Used TBs arranged consecutively. The unused TBs are packed with the used ones in their original plastic bags.
- 2.3.3.3 Examiner's Handbook

Note: Every Room Examiner is required to seal the ETRE before entering the Distribution Room.

2.3.4 Accounting of Materials by the Chief Examiner

The Chief Examiner does the following:

- 2.3.4.1 Collects and accounts all ETREs with the assistance of the School Testing Coordinator/ Room Supervisor.
- 2.3.4.2 Arranges and bundles the ETREs accordingly. The number of ETREs must tally with the number of testing rooms. A report on the number of ETREs should accompany the bundle.
- 2.3.4.3 Accounts all TBs returned by the Room Examiners; checks the quantity and arrangement of the TBs by serial number. The TBs must be resealed by stapling/taping the open end of the plastic bag.
- 2.3.4.4 Requires the Room Examiners to affix their signature in the NETRC Form 3 after the test materials have been accounted for.
- 2.3.4.5 Places inside the CETRE the following materials after accomplishing the Chief Examiner's Report Form:
 - 1. Unused Answers Sheets
 - 2. NETRC **Form 3** (Test Materials Accounting Form)
 - 3. NETRC **Form 4** (Chief Examiner's Report Form)
 - 4. Scannable School Header
- 2.3.4.6 Accomplishes NETRC **Form 5** (TB Quantity and Completeness Verification Sheet) and **Form 6** (AS Quantity and Completeness Verification Sheet) both to be submitted to the DTC.

2.3.5. Packing of Test Materials

The following materials will be placed in boxes for submission to the Division Office for pick up by the authorized Forwarder:

- 1. Bundles of ETREs with the CETRE on top
- 2. Bundles of TBs (re-sealed)
- 3. Examiner's Handbook (to be retained in the Division Office for future use)
- 4. NETRC Form 5 to be inserted in Box No. 1 of the Division on top of the TBs
- 5. NETRC Form 6 to be inserted in Box No. 1 of the Division on top of the CETREs/ETREs

TO THE DIVISION EXAMINATION COMMITTEE:

This Examiner's Handbook should be stored in the Division Office after the test for future use. Thank you very much for your cooperation.

The logo for NETRC, consisting of the letters "NETRC" in a bold, sans-serif font, enclosed within a double-lined oval border.

NETRC

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Prepared by:

**The Test Development Division
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