



National Career Assessment Examination

EXAMINER'S HANDBOOK

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NATIONAL CAREER ASSESSMENT EXAMINATION

1. INTRODUCTION

This Examiner's Handbook is intended for those involved in the administration of assessment for **Grade Nine students**. It outlines the activities to be undertaken at various stages of the test. 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. counts the TBs and ASs while the plastic bag is still sealed, before proceeding to his/her room assignment;
3. posts the replica of the Name Grid and boardwork;
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 if the examinees shaded the Name Grid and other information on the first page of the AS correctly, before proceeding to the test proper;
8. keeps the excess TBs inside the plastic bag while the test is in progress. The examiner is not allowed to read the contents of the TBs as stipulated in DepED Order No. 85, s. 1999;
9. retrieves the TBs and ASs simultaneously. The AS must be inserted inside the TB.
10. arranges the used and unused TBs consecutively by serial number and puts them back in the plastic bag with the Batch Slip. Used ASs must be placed in the original plastic bag, while the unused ASs are returned to the Chief Examiner;
11. seals the Examiner's Transmittal Report Envelope (ETRE) containing the used AS while still inside the examination room;
12. returns the TBs and ETRE 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 to 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. Check (✓) each subpart after a specified 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 Work

Coverage of the Test

Schedule for Examinees- Morning Session

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time Ended
TB1-Odd-Numbered Rows					
General Directions and EDQ	10	5 mins	7:30 - 7:35		
Reading Comprehension (RC)	30	30 mins.	7:36 - 8:05		
Mathematical Ability (MA)	40	40 mins.	8:06 - 8:45		
Verbal Ability (VA)	30	30 mins.	8:46 - 9:15		
BREAK		10 mins.	9:16 - 9:25		
Scientific Ability (SA)	40	40 mins.	9:26 - 10:05		
Logical Reasoning Ability (LRA)	15	15 mins.	10:06 - 10:20		
Occupational Interest Inventory for Students in Secondary Schools (OISSS)	215	60 mins.	10:21 - 11:20		
TOTAL	380	3 hrs. and 50 mins.			
TB2- Even-Numbered Rows					
General Directions					
Humanities and Social Sciences (HUMSS)	50	50 mins.	7:30 - 8:20		
Science, Technology and Mathematics (STEM)	50	50 mins.	8:21 - 9:10		
BREAK		10 mins	9:11 - 9:20		
Accountancy, Business, and Management (ABM)	50	50 mins.	9:21 - 10:10		
Technical-Vocational Aptitude (TVA)	60	60 mins	10:11 - 11:10		
TOTAL	375	3 hrs. and 40 mins.			
LUNCH BREAK - 1 hour					

Schedule for Examinees- Afternoon Session

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time Ended
TB1-Even-Numbered Rows					
General Directions and EDQ	10	5 mins	1:00 - 1:05		
Reading Comprehension (RC)	30	30 mins.	1:06 - 1:35		
Mathematical Ability (MA)	40	40 mins.	1:36 - 2:15		
Verbal Ability (VA)	30	30 mins.	2:16 - 2:45		
BREAK	10 mins.		2:46 - 2:55		
Scientific Ability (SA)	40	40 mins.	2:56 - 3:35		
Logical Reasoning Ability (LRA)	15	15 mins.	3:36 - 3:50		
Occupational Interest Inventory for Students in Secondary Schools (OISSS)	215	60 mins.	3:51- 4:50		
TOTAL	380	3 hrs. and 50 mins.			
TB2- Odd-Numbered Rows					
General Directions					
Humanities and Social Sciences (HUMSS)	50	50 mins.	1:00 - 1:50		
Science, Technology and Mathematics (STEM)	50	50 mins.	1:51 - 2:40		
BREAK	10 mins		2:41 - 2:51		
Accountancy, Business, and Management (ABM)	50	50 mins.	2:51 - 3:40		
Technical-Vocational Aptitude (TVA)	60	60 mins	3:41 - 4:40		
TOTAL	210	3 hrs. and 40 mins.			
Total No. of Test Items and Duration of the Entire Test	590 items 7 hrs. and 30 mins.				

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 by 5 lines 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 on next page.

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 identity of the examinees inside the examination room using the following procedure:
 - a. Countercheck the identity through the school ID.
 - b. If the school ID is not available, ask the examinee to present a notebook or any belonging bearing his/her name.
 - c. In the absence of requirements a & b, ask the other test takers to attest the identity of the examinee.
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 must be placed beneath the blackboard

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 two Test Booklets: **TB1 with red cover** for the NCAE Core areas and **TB2 with blue cover** for the NCAE Tracks and Technical –Vocational Aptitude. Half of the class will answer TB1 first and the other half, TB2.
2. You are not allowed to leave the room once the test has started.
3. Do not open your Test Booklets 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. Each will be provided with two double-sided (back-to-back) answer sheets having similar Examinee Number. 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. 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.
9. 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.
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, rulers, 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. You may choose any subtest that you prefer to answer first. You don't necessarily have to follow the sequence of subtest in the board work. However, you are expected to answer all items and follow the time allocation per subtest.
14. The total time for the test will be 7 hours and 30 mins. You will be given a 10-minute break in the morning, a 1-hour lunch break and a 10-minute break in the afternoon.
15. Work fast enough so you will finish the test within a given time. If you finish the test ahead of time, review your answers.
16. I will announce when the given time to finish the test is up.
17. 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 Sheets (ASs) and Test Booklets (TBs)

Open one end of the plastic bags containing the TBs and ASs. Check their quantity and see to it that these are complete. There are thirty (30) TBs in a pack (15 TB1 and 15 TB2). Each examinee will use two (2) TBs 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 TBs in the morning and afternoon, follow the diagrams below:

A. Morning Session's Seat Plan

15 - TB1 Red - odd numbered rows 15 - TB2 Blue - even numbered rows
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	Red	Blue	Red	Blue	Red	Blue
	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

B. Afternoon Session's Seat Plan

15 - TB1 Red - even numbered rows 15 - TB2 Blue - odd numbered rows
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	Red	Blue	Red	Blue	Red	Blue
	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

In the distribution of the ASs follow the numbering of examinees shown above. Start with the examinee in Number 1 by giving him/her the 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 TMs should be in the custody of the Room Examiner.

2.1.5. Checking the Test Booklets and Answer Sheets

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

<i>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.</i>

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

<i>Everybody, look at your Answer Sheet. Find out if there are defects. In case there are, raise your hand and I will change it.</i>
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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. Information in the Answer Sheet

Say:

The Answer Sheet is composed of two sheets printed back to back broken down as follows:

First Sheet:

The front page (Page 1) contains the circles for the basic information about yourself. The back page (Page 2) contains Examinee's Descriptive Questionnaire (EDQ) circles numbered 1 to 14, the NCAE Core areas with circles numbered 1 to 30 for **Reading Comprehension (RC)**, 1 to 40 for **Mathematical Ability (MA)**, 1 to 30 for **Verbal Ability (VA)**, 1 to 40 for **Scientific Ability (SA)** and 1 to 15 for **Logical Reasoning Ability (LRA)**.

Second Sheet:

The front page (Page 3) contains the **OISSS** with circles numbered 1 to 215. The back page (Page 4) contains the Academic Tracks with circles numbered 1 to 50 for **Humanities and Social Sciences (HUMSS)**, 1 to 50 for **Science, Technology and Mathematics (STEM)**, 1 to 50 for **Accountancy, Business, and Management (ABM)** and 1 to 60 for **Technical-Vocational Aptitude (TVA)**.

Make sure that the Serial Numbers of your first and second sheets are similar.

2.1.6.1. Name

Say:

You shall now fill in the information called for on the front page of the Answer Sheet. First of all, print your name inside the box provided for in the examinee stub found on the upper portion of the first sheet of the Answer Sheet in two pages. 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 out 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 out 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 Birth Date

Say:

*The Birth Date is specifically given in the form of month-day-year:
Example: January 6, 1999
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 9 in the second column.*

2.1.6.3 Gender

Say:

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

2.1.6.4 Scholarship Grant

Say:

Indicate whether you will apply for a Scholarship Grant or not. If you are, blacken yes; if not, blacken no.

2.1.6.5 If Yes, Which Scholarship Grant?

Say:

Indicate which Scholarship Grant you will apply for. If you are applying for CHED Scholarship Program, blacken the corresponding circle. Do the same if you are applying for other types.

2.1.6.6 Class Shift

Say:

Shade 1 if you attend classes the whole day. Shade 2 if the lessons for the class are held on a half day. Shade 3 if there are 3 shifts of classes per day.

2.1.6.7 Night High School

Say:

Indicate whether you are enrolled in a night high school or not.

2.1.6.8 GASTPE Grantee

Say:

*Are you a GASTPE grantee? If yes, blacken the circle for **YES**, and the circle for **NO** if not. And if you are, indicate which type of grant, EVS (Education Voucher System) or ECS (Education Contracting Service), by blackening the corresponding circle.*

2.1.6.9 School Subject Grade

Say:

Blacken the circles that correspond to your final ratings in Grade 8 in the four subject areas: Math, English, Science, and TLE. If your grade in Mathematics is 90 blacken 9 in the first column and 0 in the second column.

2.1.6.10 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. 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 School ID

Say:

Blacken the circles corresponding to your 6-digit School ID. Check your School ID against the School ID on the board. (Go around to check that the School ID is written and shaded correctly).

2.1.6.12 Learner Reference Number (LRN)

Say:

Blacken the circles corresponding to your 12-digit LRN. Check your LRN given by your class adviser. (Go around to check that numbers for the LRN are written and shaded correctly)

2.1.6.13 Type of Community

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 Region and Division Codes

Say:

Blacken the circles corresponding to your Region and Division Code. Check your Region and Division Code against the code written on the board. (Go around to check that codes are written and shaded correctly.)

2.1.6.15 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 options and shade the corresponding circle. If your school is a private high school, shade the corresponding circle.

2.1.6.16 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 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. Go around and inspect each Examinee's AS. Check that each Examinee does this correctly. It is imperative to 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. **(THIS IS VERY IMPORTANT)**

2.2 TEST PROPER

2.2.1 Reading the General Directions (3 minutes)

Say:

Everybody, open your Test Booklet. Read the general directions carefully. I will give you three minutes to do this.

2.2.2 Administering the Tests

After three minutes, say:

*For the morning session, examinees in **odd-numbered** rows are assigned to answer the items in Test Booklet 1 (TB1). TB1 is comprised of the following components:*

- I. Examinee's Descriptive Questionnaire (EDQ) 1 - 14 items*
- II. Reading Comprehension – 30 items*
- III. Mathematical Ability – 40 items*
- IV. Verbal Ability – 30 Items*
- V. Scientific Ability – 40 items*
- VI. Occupational Interest Inventory for Students in Secondary Schools (OISSS)– 215 Items*

*Examinees in **even-numbered** rows are assigned to answer the items in Test Booklet 2 (TB2). TB2 is comprised of the following components:*

- I. Humanities and Social Sciences (HUMSS) - 50 items*
- II. Science, Technology and Mathematics (STEM) - 50 items*
- III. Accountancy, Business and Management (ABM) - 50 items*
- IV. Technical Vocational Aptitude (TVA) - 60 items*

After Lunch you will exchange Test Booklet with your seatmate. Those at the odd-numbered rows will now answer TB2, while those in even-numbered rows will answer TB1.

2.2.3 TEST PROPER

Say:

This morning, the test proper will last for three hours and 50 minutes for odd-numbered rows and 3 hours and 40 minutes for even numbered rows.

*Examinees in **ODD-NUMBERED ROWS** will follow this time limit for each subtest: Reading Comprehension- 30 minutes, Mathematical Ability- 40 minutes, Verbal Ability-30 minutes, Scientific Ability- 40 minutes, and OISSS- 60 minutes. You will have a 10-minute break after the third subtest.*

*Examinees in **EVEN-NUMBERED ROWS** will follow this time limit for each subtest: Humanities and Social Sciences- 50 minutes, Science, Technology and Mathematics- 40 minutes, Accountancy, Business and Management- 50 minutes, and Technical-Vocational Aptitude- 60 minutes. You will have a 10-minute break after the second subtest.*

You may now begin.

2.2.4 Administering the OISSS for those in the last part of TB1

Say:

*You may now proceed answering the OISSS. Read the instructions carefully. Shade your answers in Page 3 of the Answer Sheet. Make sure that the two sheets have **similar Examinee Numbers**.*

Say:

The OISSS is not a test. It is an inventory that will help you discover what your interests are and the occupation that will be significant for you. Read each item carefully. Each item indicates an activity of a person who has a particular job/occupation. On your Answer Sheet, indicate how much you would like doing each activity by blackening the circle which matches your choice. The letters have these meanings: A- Very Much, B- Much, C- Little, and D – Not at all.

Let the students read the example silently and the remaining directions.

2.2.5 Accomplishing the Seat Plan (NETRC Form 2) to be passed around twice: one in the morning and one in the afternoon.

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.

Say:

For those accomplishing TB1 copy your Test Booklet Number on the space for TB1. By the time you use TB2, copy the Test Booklet Number on the space for TB2. Hence, the Seat Plan will be passed around twice: one in the morning and one in the afternoon.

Make sure that both the Test Booklet Numbers were registered in the Seat Plan.

Go around and see to it that the examinees are recording their answers properly. **Write on the board the time to end for each subtest.**

When the examinees are done with the test in the morning, say:

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

2.2.6. Continuing the Test after Lunch Break

After one hour say:

We are about to continue the test. You will now exchange Test Booklet with your seatmate. Those at the odd-numbered rows will now answer TB 2, while those at even-numbered rows will answer TB 1.

2.2.7 Collecting the Answer Sheets and the Test Booklets

At the end of the test proper, say:

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

You are given five minutes to inspect your Answer Sheets. Only one circle must be shaded for each item. See to it that the circle selected is shaded properly. Erase clearly any mark you wish to change.

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

2. **While the examinees are answering the last subtest in the morning session, unused AS shall be collected by the Room Supervisor/ Chief Examiner. He/She shall instruct each RE to indicate the Serial Numbers of Unused TBs in Form 3.**

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

I will go around to collect your Testbooklet. Make sure the Answer Sheets are inserted. Scratch papers will be collected as well.

Collect and count all used TBs and ASs and place these in the original plastic bags. . In case a test booklet is missing exhaust all means to find it. **DISMISS EXAMINEES ONLY AFTER ACCOUNTING ALL TEST MATERIALS.**

2.2.8. Dismissing the Examinees

After all materials are accounted for, say:

We are through with the test. You may now leave the room 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 work with the actual time record)
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: 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.
- 2.4.4.4 requires the Room Examiners to affix their signature in the NETRC Form 3 after the test materials have been accounted for.
- 2.4.4.5 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 test materials must be placed in their original boxes for submission to the Division Office to be picked 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.

NETRC

ALL RIGHTS RESERVED

**No parts of this handbook may
be reproduced in any form.**

Prepared by:

**The Test Development Division
2015**