National Achievement Test

Grade 10

EXAMINER'S HANDBOOK

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
Pasig City, Philippines
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NAT ACRONYMS

- SDS - Schools Division Superintendent
- 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 Head
- ETRE - Examiner's Transmittal Report Envelope
- CETRE - Chief Examiner's Transmittal Report Envelope
- COR - Certificate of Rating

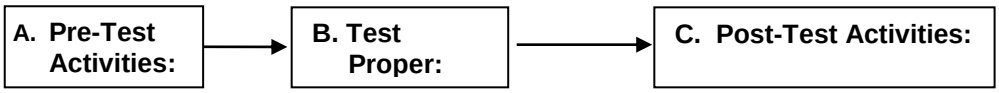
EXAMINER'S HANDBOOK

NATIONAL ACHIEVEMENT TEST

1. INTRODUCTION

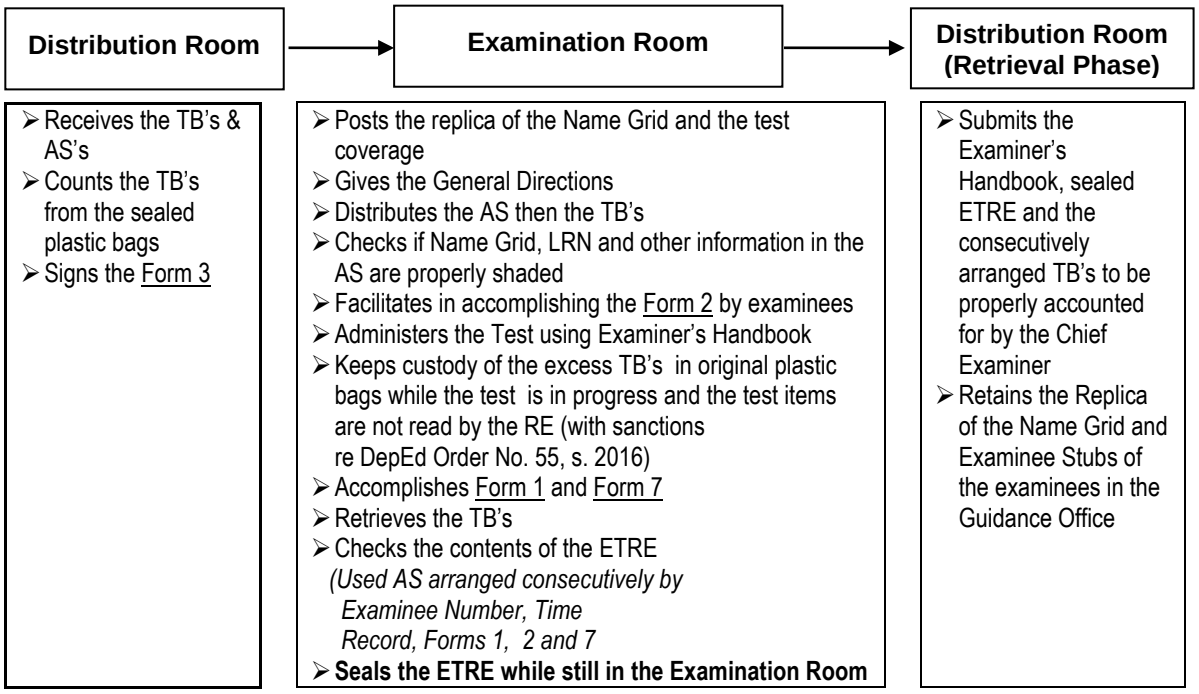
This Examiner's Handbook is intended for those involved in the administration of the National Achievement Test for incoming Grade Eleven students. It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this Handbook must be followed strictly.

The Chief Examiner's (CE) Workflow



A. Pre-Test Activities:	B. Test Proper:	C. Post-Test Activities:
➢ *Keeps the confidentiality of the test materials (Test booklets are stored in a secured room; test boxes are opened on examination day)* ➢ *Requires every Room Examiner to count the TB's while plastic bags are still sealed* ➢ *Facilitates the signing of Form 3 by RE*	➢ Accomplishes Forms 4, 5 and 6 ➢ Monitors the testing staff activities	➢ Accounting of Materials 1. Collects and accounts all ETRE's assisted by the School Testing Coordinator/Room Supervisor 2. Arranges and bundles them accordingly seeing to it that the number of ETRE's tallies with the number of testing rooms. A report on the number of ETRE's should accompany the bundle. 3. Returns to their original plastic bags all used and unused Test Booklets with serial numbers arranged consecutively. These should be resealed by stapling the open end of the plastic bag. 4. Places inside the CETRE the following materials after accomplishing the Chief Examiner's Transmittal Report: *(Unused Answer Sheets, BEA Form 3, BEA Form 4 and the School Header)* 5. Accomplishes the BEA Forms 5, 6 all to be submitted to the DTC following the instructions 6. Submits to DTC Forms 5 and 6 separately

The Room Examiner's (RE) Workflow



2.1 PRE-TEST

2.1.1 Board Work

Write the parts of the test on the board or on a Manila paper including the time the test has started and the time it will be finished, as shown below.

One Test Booklet (TB) for Mathematics, English, Science, Filipino, and Araling Panlipunan

Parts of the Test	Item Numbers	Time Limit (Mins)	Time Allocation	Time Started	Time to End
General Directions & Sample Items		5		_____	_____
Part I (EDQ)	1 - 16	5		_____	_____
Part II (AM)					
Filipino	1 – 54	60	8:10 – 9:10	_____	
Araling Panlipunan	1 – 54	60	9:10 – 10:10		_____
Break (Snack)		10	10:10 – 10:20	_____	_____
Mathematics	1 – 54	70	10:20 – 11:30	_____	_____
LUNCH BREAK				_____	_____
Science	1 – 54	60	12:30 – 1:30	_____	
English	1 – 54	60	1:30 – 2:30		_____
Total No. of Items	**270**				
Total Time for Test Proper		**5 hours & 10 mins**			
Use the same board work for the afternoon session					

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 or three rows of desks. In the rows of desks, the first desk from the right (when Room Examiner faces the class) are Rows 1 and 2, the second desk are Rows 3 and 4, and the third desk are Rows 5 and 6. Two students shall be seated in each desk.
2. Instruct the examinees to line up outside the room in alphabetical order of their surnames.
3. Instruct them to enter the room also in alphabetical order of their surnames. 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

4. In no case shall there be more than 30 examinees in a room.
5. Check the attendance by calling out the names of the examinees from the list in BEA Form 1, List of Examinees, prepared by the School Principal/Testing Coordinator.
6. 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.
7. Instruct them that all belongings are placed in front of the room 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). *These 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 all five subjects.*
2. *If possible, 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. *Question 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 Answer Sheet is provided for your answers. For those answering Mathematics, you may use a clean sheet of paper for your computation but submit this to me after the test.
7. Use lead pencil No. 2 in answering the test. Mechanical pencils are not allowed
8. Remember to keep your Answer Sheet 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.
11. Work quietly and mind only your own work. Do not use books, dictionaries, rulers, calculators, and cell phones 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 10 minutes.
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, 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 AS). Check their quantities and see to it that these are accurate and not tampered. In a pack there are thirty (30) TBs. Each examinee will have one TB and one AS.

In the distribution of the TBs and AS, follow the numbering of examinees shown on Page 2. Start with the examinee in Number 1, by giving him/her the TB/AS with the lowest serial number and end with examinee in Number 30, giving him/her the highest serial number.

Seats of late comers/absentees should be left vacant. Test Booklets and Answer Sheets allocated to the said examinees should be placed inside the original plastic bag by the Room Examiner pending their arrival. However, the Test Materials <u>should not be distributed</u> yet if there are only less than 10 examinees in the room.

2.1.5 Checking the Test Booklets and Answer Sheets

After each Examinee has received a Test Booklet and an Answer Sheet, 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 them.*

Pause. Look for raised hands. In case a Test Booklet or an Answer Sheet 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 Test Booklets and Answer Sheets have been checked, keep the unused TB and AS in your custody. These will be packed with the others upon submission of reports to the Chief Examiner/School Testing Coordinator during the post test.

☐ *Let us begin this examination with a prayer printed on page 1 of your Test Booklet. All together, read it silently. Begin.*

2.1.6 Filling in of Information in the Answer Sheet

☐ *The Answer Sheet is composed of two (2) pages printed back to back broken down as follows: The front page (Page 1) contains the circles for the basic information about yourself. The back page, (Page 2) contains the Examinee's Descriptive Questionnaire (EDQ) circles numbered 1 – 16. It also contains circles numbered 1 – 54 for Filipino, 1 – 54 for Mathematics, 1 – 54 for English, 1 – 54 for Science, and 1 – 54 for Araling Panlipunan. In marking the circle, see to it that the whole space within the circle is fully shaded.*

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 1*). First of all, print your name inside the box provided for in the examinee stub found on the upper portion of the AS. 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:

☐ *Let us accomplish the name grid found on the upper portion of the Answer Sheet. The basic rules in filling up the name grid are as follows:*

1. *Write only one letter in each box starting with the first box at the left. Below letter Z are Ñ and dash (-).*
2. *Enter your last name first, then your first name(s) in the allotted box and finally your middle initial in the last box. If you are a "JR", "III", "IV", etc., write it immediately after your last name but leave one blank box in between.*
3. *If your last name consists of two or more words such as dela Cruz, delos Santos, San Ignacio, etc., write your last names leaving a blank box between. Likewise, if you have two first names write them leaving a blank box in between.*
4. *If you have long last names and/or first names, fill your names up to the last box allotted for your last names and first names.*
5. *There are two columns for the middle initial. If you have two or more middle names write only the first letter of the first and second middle names (e.g. SJ for San Juan). If you have one middle name, write the first letter in the first box at the left.*

Pause. Let the Examinees follow the instruction, then, say:

☐ *If you have filled in your surname, first name and middle initial, blacken the circle below each box which corresponds 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 Learner Reference Number (LRN)

Say:

☐ *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).**

2.1.6.3 Filling up Birth Date

Say:

☐ *The Birth Date is given in the form of month-day-year, specifically:*
Example: January 6, 1996
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 6 in the second column.

2.1.6.4 Filling up Age

Say:

☐ *Blacken the circle that corresponds to your age. Example: If you are eight (8) years old, blacken 0 in the first column and 8 in the second column.*

☐

2.1.6.5 Filling up School ID, Region and Division Codes

Say:

☐ *Fill in the name, address, school ID of your school in Grade 10 and Grade 11.*

Your school code is composed of region, division, and school ID. Region and division codes are in combined letters and numbers. School ID is in numbers only. (Refer to your school code in the allocation of your test materials). *Write your School Code in Grades 10 and 11, one letter/number to a box. Check your school code against the school code written on the board. Blacken the circles that are the same as the letters/numbers you have written in the boxes.* (Go *around to check if the School Code is written correctly).*

2.1.6.6 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.*

2.1.6.7 Filling up Number of Pupils/Students in A Class/Section (How many are you in your class/section (Grade 10)?)

Say:

☐ *Blacken the circles that correspond to the number of pupils/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*

2.1.6.8 Filling up Final Grade in Grade Ten (10)

Say:

☐ *Blacken the circles that correspond to your final rating when you were in Grade 10 in the five subject areas: Math, English, Science, Filipino, and Araling Panlipunan. Example: If your grade in Mathematics is 90 blacken 9 in the first column and 0 in the second column.*

2.1.6.9 Filling up of GASTPE Grantee

☐ *Indicate whether you are a GASTPE Grantee. If yes, blacken circle for **Yes** and the circle for **NO** if not. If yes, blacken EVS (Education Voucher System) or ECS (Education Contracting System).Indicate whether you avail of the SHS Voucher Program. If **Yes,** blacken circle for yes and the circle for **NO** if not.*

2.1.6.10 Filling up of Type of School

Say:

Blacken the circle corresponding to your type of school. If your school is a public high school, choose which 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.

2.1.6.11 Filling up of Grade 10 Completion

☐ Say:

*Indicate whether you completed Grade 10 in SY 2016 – 2017 If **Yes**, blacken circle for yes and the circle for **NO** if not..*

2.1.6.12 Filling up Number of Shifts Per day

Say:

☐ *Indicate whether your section holds classes the whole day, being single shift (Shade 1); if in two shifts shade 2 (holding half day classes); shade 3 if in 3 shifts.*

2.1.6.13 Filling up Do you belong to a section w/ any of the following Program:

Say:

☐ *Blacken the circle if you belong to a BEC, Tech-Voc, STEM, SPA or OHS section*

2.1.6.14 Filling up What Career Track in Senior High School are you currently enrolled in?

Say:

☐ *Blacken the circle if you are currently enrolled in Academic Track, Technical Vocational Track, Sports Track, Arts and Design Track*

2.1.6.15 Filling up Are you a member of Indigenous People Group? (e.g. Ibanag, Tagbanwa, Tiboli, etc.)

Say:

☐ *Indicate whether you are member of Indigenous People Group. If yes, blacken circle for **Yes**; if not blacken circle for **NO** and if you don't know blacken the circle **I don't know.***

2.1.6.16 Filling up Name and Address of School in Grades 10 and 11

Say:

☐ *Write also the name and address of your school on the space provided.*

2.1.6.17 Writing the Signature

Say:

☐ *Sign your name and signature on the space provided.*

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

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

2.2 TEST PROPER

2.2.1 Reading the General Directions (5 minutes)

☐ *Everybody, open your Test Booklets. Read the general directions, and the examples silently with understanding. I will give you 5 minutes to do this.*

2.2.2 Administering the Examinee's Descriptive Questionnaire (EDQ)

After five minutes, say:

☐ *Part I, the Examinee's Descriptive Questionnaire (EDQ) is not a test. It consists of fifteen (15) items on some information you are to give answers. After each item on your Answer Sheet, shade the circle of the letter that corresponds to your answer to that particular item. Some items require more than one answer. Do not leave any item unanswered.*

Part I will last for 5 minutes. Record your answers for this part on the upper portion of the back 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, BEA Form 2

While the examinees are answering the EDQ, each examinee will write his/her Name, Examinee Number, and the Test Booklet Number on the Seat Plan. Fill in the Region, Division, School Name and Address, Date of Examination and Room Number.

2.2.4 Administering the Subject Area Test in Filipino, Araling Panlipunan, Mathematics

After five minutes, say:

☐ *Are you now ready to start answering the test? The test proper for this morning will last for four hours. Ready ... Begin.*

☐ Record on the board the time started and the time to end for lunch break. After the third subject, say:

Place your TB and AS under your seats while you take your snacks.

2.2.5 Continuing the Test After Lunch Break in Science and English

After lunch break say:

☐ *We are about to continue the test. 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, excluding the 10-minute snacks break.

Note: The unused Scannable Answer Sheets shall be collected by the Room Supervisor/Chief Examiner at the time when the Examinees are answering the last subtest. Likewise, the filling out of the remaining data in Form 3 should be done at this time.

2.2.6 Collecting the Answer Sheets and the Test Booklets

After the recorded time to end, say:

Everybody, stop writing. Close your test booklets.
You are given 5 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 circles should have uniform shading. Be sure that only one is shaded for each item..

Go around to make sure the Examinees have shaded the NAME GRID properly.

After the inspection has been done, say:

I will go around to collect your test booklets, answer sheets, your scratch papers and the Examinee Stubs.

Collect and count all used and unused test booklets and answer sheets 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.**

2.2.7 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 and Sealing the ETRE

2.3.1.1 Do the following activities:

1. Accomplish Form 7, the Room Examiner's Test Administration – Evaluation Report.
2. Copy from the board the Time Record Report on Test Administration.
3. Indicate in the ETRE the number of registrants and the number of actual examinees.

2.3.1.2 Place the following inside the Room Examiner's Transmittal Report Envelope (ETRE):

1. Time Record Report
2. Used Answer Sheets arranged consecutively by Examinee Number Placed in original plastic bag
3. One Copy of BEA Forms 1 and 2 (back to back) and Form 7

2.3.1.3 Seal the ETRE with the DepEd-BEA paper tape while still inside the examination room.

2.3.2 Turning Over of Materials to the Chief Examiner

Turn over to the Chief Examiner the following materials:

2.3.2.1 Sealed ETRE with its contents
2.3.2.2 Used and unused Test Booklets assembled together and arranged consecutively by Serial Numbers packed in their original plastic bags, retaining the Batch Slip inside the plastic bag.
2.3.2.3 Examiner's Handbook

2.3.3 Accounting of Materials by the Chief Examiner

The Chief Examiner does the following:

2.3.3.1 Collects and accounts all ETREs, arranges and bundles them accordingly seeing to it that the number of ETREs tallies with the number of testing rooms. A report on the number of ETREs should accompany the bundle.

2.3.3.2 Counts the Test Booklets per pack retrieved from each Examiner with the assistance of the Room Supervisor. The open end of the plastic bag must be resealed by tape or stapler.

2.3.3.3 Places inside the CETRE the following materials after accomplishing the Chief Examiner's Transmittal Report:

1. Unused Answer Sheets with serial numbers arranged consecutively.
2. BEA Form 3 Test Materials Accounting Form
3. BEA Form 4 Chief Examiner's Report Form
4. School Header

2.3.3.4 Instructions to the Chief Examiner and the DTC relative to Forms 5 and 6:

1. Separate the two Forms by cutting the perforated lines.
2. Fill out the needed data in both forms.
3. These forms should be submitted to the Division Testing Coordinator (DTC) and not placed inside the CETRE.
4. The DTC puts all Form 5's submitted to him/her by every Chief Examiner in the First Box of the Division's boxes for the Test Booklets.
5. Do the same with Form 6 but all of Form 6's will be placed in the First Box of the Division's boxes for the Answer Sheets.

2.3.4 Packing of Test Materials

The following materials are for submission to the Division Office:

1. Bundles of CETRES placed in the ***original boxes***
2. Bundles of used and unused Test Booklets sealed in plastic bags and placed in the ***original boxes***
3. BEA Form 5, Test Booklet Quantity and Completeness Verification Sheet, to be inserted in box no. 1 on top of the test booklets
4. BEA Form 6, Answer Sheet Quantity and Completeness Verification Sheet to be inserted on top of the first box of the Answer Sheets.
5. Examiner's Handbook, counted and ready for future use, to be retained in the office of the Division Testing Coordinator
6. The enlarged replicas of the name grid shall be retained in the schools/Testing Centers for future use.

TO THE DIVISION EXAMINATION COMMITTEE:

This Examiner's Handbook should be stored in the Testing Center/School after the test together with the Name Grid Replica for future use.

Thank you very much for your cooperation.

NETRC FORM 1

LIST OF ACTUAL EXAMINEES

(To be accomplished by the Room Examiner)

REGION: _____ DIVISION: _____

SCHOOL: _____ SCHOOL ID: _____

ADDRESS: _____ Number of Male: _____ Number of Female: _____ Total: _____

GRADE LEVEL : _____ YEAR LEVEL: _____

NAME	GASTPE Grantee		Learner Reference Number (LRN)
	EVS	ECS	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

NAME	GASTPE Grantee		Learner Reference Number (LRN)
	EVS	ECS	
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

IMPORTANT

1. Names listed as they appeared in the Seat Plan.
2. **Check if the LRN of each examinee listed in Form 1 matches with the shaded LRN in the front side of his/her Scannable Answer Sheet.**
3. Leave the space blank if not a GASTPE grantee.
   EVS - Education Voucher System
   ECS - Education Contracting Service

_____
Room Examiner

_____
School

SEAT PLAN

BEA FORM 2

Testing Program: _____

REGION: _____ SCHOOL NAME/TESTING CENTER: _____ DATE OF EXAM. _____

DIVISION: _____ SCHOOL ADDRESS: _____ ROOM NO. _____

Name Exam. No. TB No. 1	Name Exam. No. TB No. 2	Name Exam. No. TB No. 3	Name Exam. No. TB No. 4	Name Exam. No. TB No. 5	Name Exam. No. TB No. 6
Name Exam. No. TB No. 7	Name Exam. No. TB No. 8	Name Exam. No. TB No. 9	Name Exam. No. TB No. 10	Name Exam. No. TB No. 11	Name Exam. No. TB No. 12
Name Exam. No. TB No. 13	Name Exam. No. TB No. 14	Name Exam. No. TB No. 15	Name Exam. No. TB No. 16	Name Exam. No. TB No. 17	Name Exam. No. TB No. 18
Name Exam. No. TB No. 19	Name Exam. No. TB No. 20	Name Exam. No. TB No. 21	Name Exam. No. TB No. 22	Name Exam. No. TB No. 23	Name Exam. No. TB No. 24
Name Exam. No. TB No. 25	Name Exam. No. TB No. 26	Name Exam. No. TB No. 27	Name Exam. No. TB No. 28	Name Exam. No. TB No. 29	Name Exam. No. TB No. 30

Exam. No. - Examinee Number in the Answer Sheet
TB No. - Test Booklet Number

ROOM EXAMINER'S SIGNATURE OVER PRINTED NAME

SCHOOL where Room Examiner teaches

BEA FORM 5

TEST BOOKLET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: _____ *Region:* _____
School ID: _____ *Division:* _____

PRE-TEST

1. How many test booklets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials:
   _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?
   _____
5. If excess, how many? _____
6. What is/are the Serial Number/s?
   _____

POST-TEST

1. After retrieval, are the test booklets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s? _____
   _____

Prepared by:

_____
Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

_____
Signature over Printed Name of Chief Examiner

_____
School

NOTE: This form is to be submitted separately to the DTC.

BEA FORM 6

ANSWER SHEET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: _____ *Region:* _____
School ID: _____ *Division:* _____

PRE-TEST

1. How many answer sheets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials:
   _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?
   _____
5 If excess, how many? _____
6. What is/are the Serial Number/s?
   _____

POST-TEST

1. After retrieval, are the answer sheets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s?
   _____

Prepared by:

_____
Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

_____
Signature over Printed Name of Chief Examiner

_____
School

NOTE: This form is to be submitted separately to the DTC.

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Prepared by:

EDUCATION ASSESSMENT DIVISION

2017 NATG10
Non-Classified Materials

1. Answer Sheet (Replica)
2. Examiner's Handbook

June 22, 2017

This is to acknowledge receipt of the approved NATG6 and NATG10 Scannable Answer Sheets and School Headers.

Received by:

_____
Signature over Printed Name