



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure A of Regional Memorandum No. 0068, s. 2023

MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE

National Achievement Test for Grade 12
(Name of the Testing Program)

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____ School ID: _____
School Head: _____ Contact No.: _____
School Address: _____ District: _____
Division: _____

Number of Examinees									Type of School: ☐ Public ☐ Private ☐ HEI ☐ PSHS
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	☐ YES ☐ NO	



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



The List of Actual Examinees are posted in each testing room the day before the exam reflecting learners' LRN.	☐ YES ☐ NO	
The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
Seats of absentees are left vacant.	☐ YES ☐ NO	
A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
Instructional materials/ aids posted on the classroom walls are covered.	☐ YES ☐ NO	
Each testing room have the following materials:		
a. Test materials are enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	
b. Table and chair for the Room Examiner	☐ YES ☐ NO	
c. Enough seats for the examinees	☐ YES ☐ NO	
d. Name grid	☐ YES ☐ NO	
e. Board work	☐ YES ☐ NO	
f. Pencils	☐ YES ☐ NO	
g. Extra sheet of paper for computation	☐ YES ☐ NO	
There is visible presence of PTA Officials/Barangay Officials/Barangay Tanod or PNP to provide assistance, support and security.	☐ YES ☐ NO	

Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/ climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	☐ YES ☐ NO ☐ N/A	
	There is a designated personal assistant to help those with difficulty walking/ moving/ climbing steps.	☐ YES ☐ NO ☐ N/A	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	☐ YES ☐ NO ☐ N/A	
	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO ☐ N/A	
	There are alternative response formats such as oral type wherein an examiner reads the test items and ascribe the answers in the scannable Answer Sheet for examinees with seeing difficulty.	☐ YES ☐ NO ☐ N/A	
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO ☐ N/A	
Test Administration	The test is administered to target learners in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ YES ☐ NO	

Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
A maximum of 30 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
The school has implemented swapping and/or batching strategies in the administration to maximize the limited TMs	☐ YES ☐ NO ☐ N/A	
The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	
The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
All belongings of the examinees are placed in front.	☐ YES ☐ NO	
Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	
The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	☐ YES ☐ NO	

	The examinees received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	• Form 1-List of Examinees	☐ YES ☐ NO	
	• Form 2-Seat Plan	☐ YES ☐ NO	
	• Form 3-Test Materials Accounting Form	☐ YES ☐ NO	
	• Form 7-Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	• Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
Retrieval of the Test Materials	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
	The Chief Examiner does the following:		
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	
	• Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	• Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	

	Accomplishes Form 5-TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	
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General Findings/Observations/problems Encountered:
Actions Taken:
Recommendations:

Monitored and Evaluated by: Division/Regional Monitor Date Signed: _____	Noted by: Division Testing Coordinator Date Signed: _____
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