**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)

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of Examinees** | | | | | | | | | **Type of School:**  🞏 Public  🞏 Private |
| **REGISTERED** | | | **ACTUAL** | | | **% of Test Takers** | | |
| M | F | Total | M | F | Total | M | F | Total |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **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 |  |
| 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 |  |
| Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags. | 🞏 YES  🞏 NO |  |
| Retrieval of the Test Materials | 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: Noted by:

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Division/Regional Monitor Division Testing Coordinator

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_