



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
Pasig City, Philippines
2018



Basic Education Exit Assessment

for

Grade Twelve

EXAMINER'S HANDBOOK

BASIC EDUCATION EXIT ASSESSMENT (BEEA) FOR GRADE 12

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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
EDQ	- Examinee's Descriptive Questionnaire
ETRE	- Examiner's Transmittal Report Envelope
CETRE	- Chief Examiner's Transmittal Report Envelope
COR	- Certificate of Rating

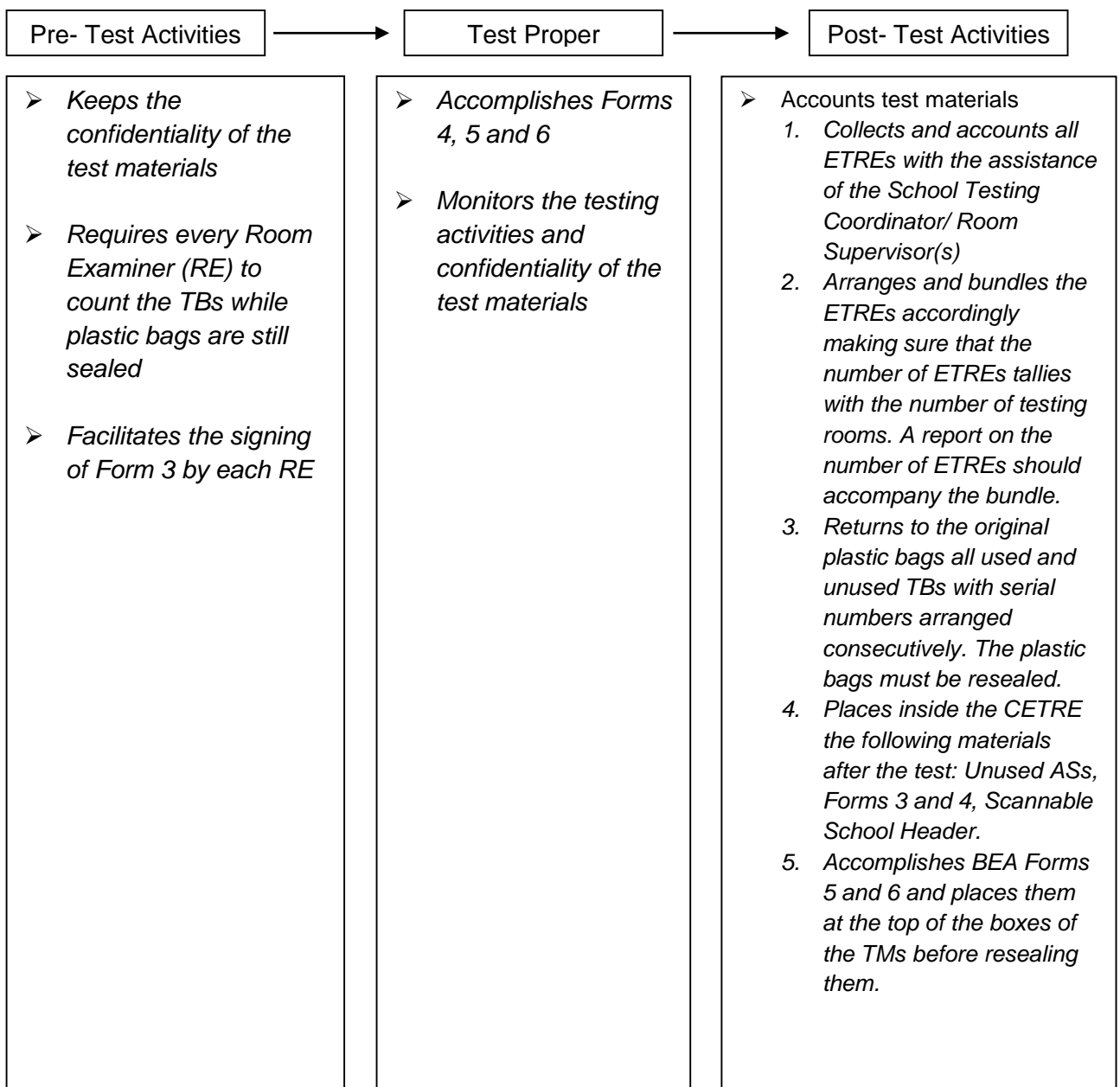
EXAMINER'S HANDBOOK

BASIC EDUCATION EXIT ASSESSMENT (BEEA) FOR GRADE 12

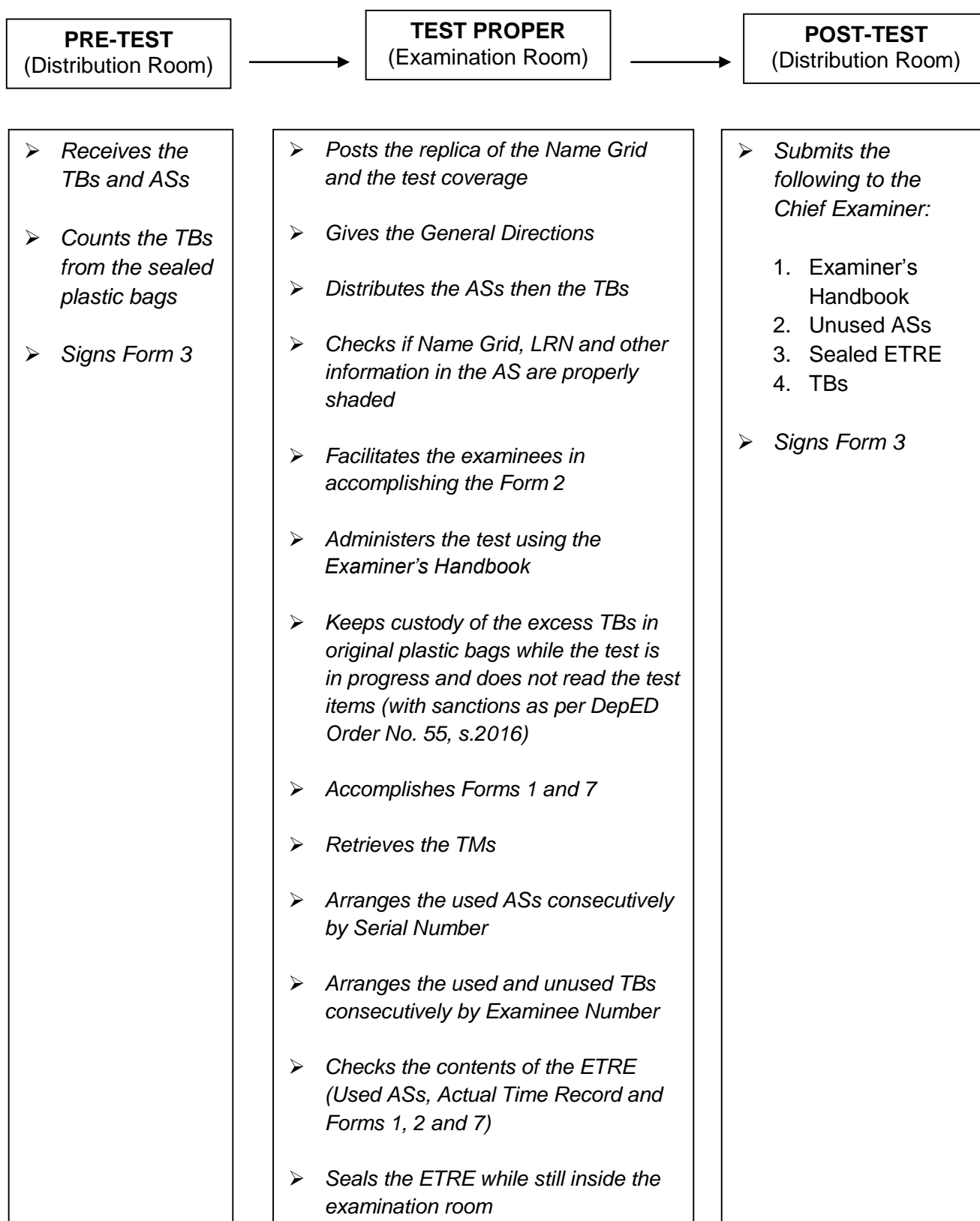
I. INTRODUCTION

This Examiner's Handbook is intended for those involved in the administration of assessment for **Grade Twelve students**. It outlines the activities to be undertaken at various stages of the test. To ensure a standardized test administration, this Handbook is necessary.

A. The Chief Examiner's (CE) Workflow



B. The Room Examiner's (RE) Workflow



B. Test Materials

1. **Test Booklets.** There shall be two (2) booklets for BEEA: Test Booklets 1 and 2.
 - a. **Test Booklet 1** contains the General Instructions, Examinee's Descriptive Questionnaire (EDQ), Science, Philosophy, Humanities and Media Information Literacy subtests.
 - b. **Test Booklet 2** contains the General Instructions, Mathematics, Language and Communication (English and Filipino) and Social Science subtests.
2. **Answer Sheets.** The examinees shall use scannable Answer Sheets designed specifically for BEEA.

IMPORTANT: Every examinee must receive two sheets of AS with the same serial number- one for Day 1 and the other for Day 2. The RE must check that the serial numbers of the two sheets are identical.

C. Board Work

There shall be two board works, one for Day 1 and the other for Day 2. Prepare and post the board works. There is an allotted time for snacks and lunch breaks. Time limit must be strictly followed.

BOARD WORK FOR DAY 1

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time to End
Test Booklet 1					
General Instructions		10 mins	7:30 – 7:40		
EDQ	15	20 mins	7:40 – 8:00		
Science	60	1 hr	8:00 – 9:00		
Philosophy	48	50 mins.	9:00 – 9:50		
BREAK	15 mins.		9:50 – 10:05		
Humanities	48	50 mins.	10:05 – 10:55		
Media Information Literacy	48	50mins.	10:55 – 12:05		
TOTAL	219	4 hrs and 15 mins			

BOARD WORK FOR DAY 2

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time to End
Test Booklet 2					
General Instructions		10 mins	7:30 – 7:40		
Mathematics	60	1 hr	7:40 – 8:40		
Language and Communication (English and Filipino)	108	1 hr and 50 mins	8:40 – 10:10		
BREAK	15 mins.		10:10- 10:25		
Social Science	48	50 mins	10:25 – 11:10		
TOTAL	216	4 hrs and 5 mins			
TOTAL NUMBER OF ITEMS AND DURATION OF THE ENTIRE TEST	435	8 hrs and 20 mins			

D. Seating Arrangement and Test Administration Scheme

There shall be 30 examinees per testing room as depicted in the seat plan below:

----- CHALKBOARD -----						
	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

There shall be two testing days. In Day 1, the examinees will answer the Test Booklet 1 while in Day 2, they will answer the Test Booklet 2. The seat plan should be strictly followed for both testing days.

II. PRE- TEST

A. 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. Instruct the examinees to line up outside the room in alphabetical order of their surnames.
3. Call out the names of the examinees by alphabetical order of their surnames. Examinee Number 1 must be seated in Seat Number 1 and so on.

4. In no case shall there be more than 30 examinees in a room.
5. Check the identity of the examinees inside the examination room through the school ID.
6. Instruct the examinees to place their belongings at the back or in front of the room underneath the board.
7. Inspect the chairs of the examinees to ensure that only pencils and blank sheets of paper for computation purposes are there.
8. To facilitate control of going in and out of the room, only one door should be kept open.

B. 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. *Today, you will take the Basic Education Exit Assessment (BEEA) for Grade 12. The BEEA is one of our exit assessments that aims to determine if learners are meeting the learning standards, help provide information to improve instructional practices, assess/evaluate effectiveness and efficiency of education service delivery using learning outcomes as indicators and provide empirical information as basis for curriculum, learning delivery, assessment and policy reviews and policy formulation. The examination will be administered for two days. Today you will answer **TB1 which contains the following:** Science, Philosophy, Humanities and Media Information Literacy. **TB2 which contains the** Mathematics, Language and Communication (English and Filipino), and Social Science will be answered tomorrow.*
2. *Use lead pencil in answering the test.*
3. *You are not allowed to leave the room once the test has started.*
4. *Do not open your Test Booklets until you are told to do so.*
5. *If you have any problem such as missing pages or words that are not printed clearly, raise your hand so I can help you.*
6. *Questions on the directions or on any test item will not be entertained after the test has started.*
7. *Do not write anything on the Test Booklet. Each of you will be provided with two double-sided (back-to-back) answer sheets having similar Examinee Number. When answering Mathematics you may use a clean sheet of paper for your computation but submit this to me after 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 4 hours and 15 minutes for Day 1, and 4 hours and 5 minutes for Day 2. You will be given a 15-minute break in the morning.***
15. *Work fast enough so you will finish the test within the 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 done.*
17. *When I say STOP, put your pencils down.*

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

C. Distributing the Test Materials

Cut with a pair of scissors one end of the plastic bags of the TBs and ASs. Check the quantity 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 two sheets of AS. Make sure that each examinee will receive two sheets of AS with the same barcode (Examinee Number). **Keep the batch slip in the original plastic bag; THIS IS IMPORTANT.**

In the distribution of the TBs and ASs, follow the numbering of examinees shown on Page 8. 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 the latecomers/absentees should be left vacant. TBs and ASs allocated for the said examinees should be placed inside the original plastic bag by the RE pending their arrival. However, the TMs should not be distributed yet if there are only less than 10 examinees in the room. The serial numbers of the Unused TBs and Ass must be recorded by the RE for proper accounting of the test materials.

D. 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 provide you another TB.

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.

E. Filling in of 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 15, the BEEA Core Subjects with circles numbered 1 to 60 for Mathematics, 1 to 48 for Philosophy, 1 to 48 for Humanities, and 1 to 48 for Media Information Literacy.

Second Sheet:

The front page (Page 3) contains the BEEA Core Subjects with circles numbered 1 to 60 for Science, 1 to 48 for Social Science, and 1 to 108 for Languages and Communication (English and Filipino).

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

E.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 initials of your middle names. There are two boxes for the middle initial(s).*

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 correctly done by the Examinees.

E.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 - Blacken the circle corresponding to the year of birth which is 1999.

E.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.

E.4. 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).

E.5. 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)

E.6. 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.

E.7. Region and Division Codes

Say:

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

E.8. Type of School

Say:

Blacken the circle corresponding to your type of school. If your school is a Stand Alone SHS, choose from among the options and shade the corresponding circle. If your school is an Integrated SHS, shade the corresponding circle.

E.9. Class Number

Say:

Blacken the circle corresponding to your class number. Choose from among the options and shade the corresponding circle.

E.10. Recipient of Pantawid Pamilya Pilipino Program (4Ps)

Say:

Blacken the circle corresponding to your answer. If you are a recipient of the Pantawid Pamilya Pilipino Program (4Ps), choose YES. If you are NOT a recipient of the Pantawid Pamilya Pilipino Program (4Ps), choose NO. If you have no idea if your family is a recipient of the Pantawid Pamilya Pilipino Program (4Ps), choose I don't know.

E.11. Recipient of the SHS Voucher Program

Say:

This item is intended for private school students. Blacken the circle corresponding to your answer. If you are a recipient of the SHS Voucher Program, choose YES. If you are NOT a recipient of the SHS Voucher Program, choose NO.

E.12. Plans after graduating from Senior High School

Say:

Blacken the circle corresponding to your answer. If you plan to pursue a college degree, choose from among the options and shade the corresponding circle. If you plan to apply for a job, choose from among the options and shade the corresponding circle. If you plan to put up a business, choose from among the options and shade the corresponding circle. If you have some plans other than the options provided in this answer sheet, kindly specify them.

Give the Examinees enough time to do this. Go around and check if the examinees are following directions. Make sure that every variable has been answered.

III. TEST PROPER

A. Reading the Directions

Say:

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

B. Administering the Examinee's Descriptive Questionnaire (EDQ)

Say:

Part I, the Examinee's Descriptive Questionnaire (EDQ) is not a test. It consists of 15 items. At the back of the first sheet of your Answer Sheet, shade the circle of the letter of your chosen answer. There are some items in which you may choose all that apply to your responses from the questions. Do not leave any item unanswered.

The EDQ will last for five minutes. Everybody, open your test booklets to the EDQ subtest. Ready, begin!

C. Accomplishing the Seat Plan (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 Region, Division, School Name and Address, Date of Examination and Room Number.

Say:

In accomplishing the seat plan, write your name in print. Copy the examinee number in your answer sheet and the test booklet number found in the upper right of the cover page of the test booklet.

D. Administering the Test Proper

After administering the EDQ, say:

A. Day 1

For Day1, the test proper will last for 4 hours and 15 minutes. You will follow the time limit for each subtest. Shade the corresponding circles for your answers:

For Booklet A

Science (1 hr) – shade numbers 1 to 60.

Philosophy (50 mins) - shade numbers 1 to 48.

Humanities (50 mins) - shade numbers 1 to 48.

Media and Information Literacy (50 mins) - shade numbers 1 to 48

B. Day 2

For Day 2, the test proper will last for 4 hours and 5 minutes. You will follow the time limit for each subtest. Shade the corresponding circles for your answers:

For Booklet B

Mathematics (1 hr) – shade numbers 1 to 60.

Language and Communication (1 hr & 50 mins) - shade numbers 1 to 108.

Social Science (50 mins) - shade numbers 1 to 48.

Do not forget to WRITE YOUR NAME AND SIGNATURE AT THE BACK of the SECOND SHEET of your AS.

Are you ready? Open your Test Booklet to the first subtest. Ready... Begin!

E. 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.)

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. Clearly erase 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, 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 detached the Examinee Stub. After the inspection has been done, say:

I will go around to collect your Test booklet. Make sure that the Answer Sheets are inserted in the first page of the test booklet. 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.**

F. 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.

IV. POST TEST

ROOM EXAMINER

A. Prepares the following contents of the ETRE:

1. Used Answer Sheets (*arranged consecutively by serial number and placed in the original plastic bag*)

NOTE: Make sure that the two sheets of ASs of one examinee are together.

2. Forms 1 and 2 (back to back)
3. Form 7
4. Actual Time Record
5. Narrative Report

B. Accomplishes the ETRE and seals it inside the testing room.

C. Submits the following to the CE:

1. ETRE
2. Unused ASs
3. All TBs together with the Batch Slip. **THIS IS IMPORTANT.**

CHIEF EXAMINER

- A. Collects and accounts all ETREs, arranges and bundles them accordingly. The number of ETREs must tally with the number of testing rooms.
- B. Counts the TBs per pack with the assistance of the Room Supervisor. The open end of the plastic bag must be **resealed** by tape or stapler.
- C. Places inside the CETRE the following materials:
 1. Unused ASs
 2. Form 3
 3. Form 4
 4. Scannable School Header
- D. Accomplishes Forms 5 and 6 and places these in corresponding boxes:
Form 5 – on top of Box 1 of the TBs
Form 6 – on top of Box 1 of the Ass
- E. Submits all test materials to the Division Testing Coordinator for final accounting.

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 (resealed)
3. Examiner's Handbook (to be retained in the Division Office for future use)
4. BEA Form 5 to be inserted in Box No. 1 of the Division on top of the TBs
5. BEA Form 6 to be inserted in Box No. 1 of the Division on top of the CETREs / ETREs

TO THE DIVISION EXAMINATION COMMITTEE:

<p>This Examiner's Handbook should be stored in the Division Office after the test for future use. Thank you very much for your cooperation.</p>
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SECTION 13: Breach of Security in National Examinations and Corresponding Sanctions

The security and integrity of test materials shall be upheld in the whole process of test administration. This Order rescinds DECS Order No. 85, s. 1999, *"Breach of Security in National Examinations and Corresponding Sanctions"* and DepEd Order No. 47, s. 2015, *"Inclusion of Acts as Violations to National Examinations."* The following acts are deemed as violation/infractions of security pertaining to national examinations in addition to:

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklets
6. Photocopying of test booklets
7. Capturing test items through electronic gadgets
8. Distribution and posting of photos of the test booklet in any form of media
9. Opening the test materials prior to testing schedule
10. Late submission of test booklets and/or answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation with regard to age, residence, and status
15. Failure to closely monitor test procedures resulting in test irregularities

Any or all of the following sanctions will be imposed on any or all of the aforementioned violations committed by those involved:

1. Examinees

The degree of violation and corresponding sanction shall be determined by the Chief Examiner.

- a. First and second offenses: reprimand
- b. Third offense: Cancellation of test papers / invalidation of test results

2. Testing Personnel

The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent.

- a. Suspension of salaries and incentives/benefits of those concerned for one to three months
- b. Work suspension
- c. In the case of infringement of copyright, legal remedies will be considered.



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be reproduced in any form.**

Prepared by:

**The Education Assessment Division
2018**