

Chief Examiner’s Report Form
Testing Program: _____

Region: _____ Division: _____ Date of Testing: _____ Testing Center: _____

Directions: Please complete/answer truthfully and objectively all the subsequent indicators.

A. Fill in the blanks

- 1. Number of testing rooms: _____
- 2. Total enrolment/registrants of (grade/year) _____
Male _____ Female _____ Total _____
- 3. Total number of examinees: _____
- 4. Total number of absentees: _____
- 5. Time when the test materials were distributed to Room Examiners _____

B. Pre-test Activities on Examination Day

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	Number of Needed Additional Copies	Room Number with Insufficiency
1. Sufficiency of Test Materials:				
1.1 Test booklet
1.2 Scannable Answer Sheet
1.3 Accounting Form
1.4 CETRE & ETRE
1.5 Seat Plan
1.6 Examiner’s Handbook.....

	Yes	None
2. Was there a problem on the use of school ID in the packing of test materials?
If yes, state the problem met		
	Evident	Not Evident
3. Testing rooms are ready:		
3.1 The first and the last rows of seats are close as possible to the walls to allow enough space
3.2 Lists of Examinees at the door of each Testing Room are posted already...

C. Test Proper

Rate the examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly.		
1.1 No unnecessary noise while the exam is in progress
1.2 Cheating in any form is strictly prohibited (e.g. talking to co-examinees, use of dictionary, cell phone, calculator, and the like)
2. Refraining from the following is strictly followed:		
2.1 reading/copying test items in the test booklet.....
2.2 explaining/translating to the examinees certain word/s used in the item.....
3. Examiners keep custody on the TBs and ASs.....

Condition of the Test Booklets (TB’s)

	No. of Rooms	Room Numbers with TB’s Not in Good Condition	Serial Numbers of TB’s Not in Good Condition
In good condition			
Not in good condition			
-with misprints			
-with same serial numbers			
-with blurred serial numbers			
-without serial numbers			
Other Problems: _____			

D. Post Test

Describe the procedure adopted by the Examiner in the retrieval of test booklets and Answer Sheets	Evident	Not Evident
1. Examiners required each examinee to insert first the Answer Sheet in the test booklet before he/she submits to the examiner
2. Examiners checked the number of test booklets and Answer Sheets before he/she dismissed the examinees
3. Examiners arranged the TBs and ASs according to serial numbers
4. Examiners placed the used Answer Sheets in original plastic bags.....
5. Examiners sealed the ETRE while still inside the examination room.....

E. Specify the problem(s) encountered, solution(s) you gave and recommend measures to improve the conduct of future national test.

Problem 1: _____

Solution/s made: _____

Recommendation/s: _____

Problem 2: _____

Solution/s made: _____

Recommendation/s: _____

Problem 3: _____

Solution/s made: _____

Recommendation/s: _____

Problem 4: _____

Solution/s made: _____

Recommendation/s: _____

Prepared by:

Name of the Chief Examiner
(Signature over Printed Name)

School

Designation/Position

Attested by:

Name of the Monitor (BEA Rep.)
(Signature over Printed Name)

Designation/Position