Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-0188

To: Assistant Schools Division Superintendent
        Chief, School Governance and Operations Division
        Chief, Curriculum Implementation Division
        Education Program Supervisor, School Governance and Operations Division
        Education Program Supervisors, Curriculum Implementation Division
        Public Schools District Supervisors
        School Heads, Public Integrated and Junior High Schools
        All Others Concerned

Subject: **TEST ADMINISTRATORS ON THE NATIONAL LEARNING CAMP ASSESSMENT**

Date: June 20, 2023

1. Relative to the conduct of the **National Learning Camp Assessment for English, Science, and Math within June 21, 2023 to July 7, 2023 for Grade 7 and 8 learners**, the schools are reminded to follow the NLCA guidelines, specifically on the selection of test administrators who shall meet the following criteria:
   - *at least a Teacher I to Master Teacher from the SDO,*
   - *must be external from the school or must not be the teachers of the participating learners, and,*
   - *computer-literate and has a strong IT background.*

2. The Test Administration Guidelines is found in the enclosure for complete reference.

3. The school testing coordinators and school ICT coordinators are advised to join the chatgroup for DavNor NLCA to keep posted on updates. Kindly coordinate with Mr. Paul Arsolon or Mr. Danilo Jr. Lumayno at 0917-620-3470.

4. It is emphasized that everyone shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.

5. For strict compliance of the concerned.

DEPED DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE: 6-20-23
BY:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosure: As stated
sgod-smme

June 14, 2023

National Learning Camp Assessment (NLCA) for Grades 7 and 8
Test Administration Guidelines

A. Objective of Test Administration

To administer the National Learning Camp Assessment (NLCA) **pre-test** to all Grades 7 and 8 learners (School Year 2022-2023) in all public schools across country.

The NLCA is designed to determine the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the National Learning Camp intervention program.

B. Testing Window and Target Test-Takers

The pre-test will be administered within a testing window as shown below.

Phase	Testing Window	Target Test-Takers	School Year	Remark
Pre-Test	June 21 - July 2023	Grades 7 and 8 learners (public schools only)	2022-2023	Same cohort / same set of students
Post-Test	August 2023	Grades 8 and 9 learners (public schools only)	2023-2024	

C. Assessment Tool

The NLCA is an online computer-based test that will be delivered through the Moodle platform.

The test shall cover learning areas in English, Science, and Mathematics, wherein tset items measure varying levels of skills and competencies in a multiple-choise format using the English language.

D. Enrollment of Learners in the Moodle Platform

All enrolled Grades 7 and 8 learners from all public schools across the country should activate/access their Moodle LMS accounts using their official DepEd Microsoft accounts for the conduct of the NLC Assessment.

School Testing and IT Coordinator should ensure that the learners have access to their DepEd Microsoft account and have accessed the DepEd LMS platform before the test administration.

D. Technical Specifications of the Testing Centers

The following requirements for testing centers should be followed by schools, as determined by the RTCs and DTCs:

1. With an uninterrupted power supply, preferably with a standby power generator.

2. With computer laboratories that can accommodate 20-40 learners per room.

3. With 20-40 functional desktops/laptops per computer laboratory/testing room.
    Note: All available working desktop/laptop units must be utilized.

4. With at least 50 mbps dedicated internet allocation.

5. Preferably, the computer laboratories to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use. These should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).

6. To ensure the confidentiality of test items and minimize contact between learners, the schools should prepare barrier/divider between computer units in laboratory.
    Note: An improvised barrier/divider may be used as alternative.

7. In case the computer laboratory cannot accommodate 40 computers and learners, 2 adjacent rooms may be used as testing rooms.

8. One room shall serve as a holding area for the test takers to prepare them before entering the testing rooms. One teacher/support staff should be stationed in the room.

9. List of learners should be posted outside the testing room per batch.

10. The school is requested to provide an adequate number of blank sheets of paper for computation purposes only.

   Note: The sheets of paper will be collected by the test administrator after each testing session and subject to immediate shredding.

E. Testing Centers and Alternate Testing Centers

All Grades 7 and 8 shall take the exam in their schools. For testing centers that are unable to hold the necessary requirements, an alternative should be considered. The following are proposed alternatives for the testing centers:

1. A Junior/Senior High School with computer laboratory or available computer units shall be identified as a testing center for nearby schools.
2. Elementary Schools with computer laboratories or or available computer units shall serve as testing centers for nearby schools.
3. Seek assistance from private schools with internet and computer facilities through the initiative of the SDO.
4. Tap the SUCs and Technological Schools for partnership and use their available computer laboratories as testing rooms.

F. Technical Specifications of the Desktop/Laptop/Computer Units

The desktop, laptop and/or computer units to be used during the NLCA should meet the following requirements:

1. With keyboard and mouse.
2. With at least two (2) GB in RAM, 30 GB hard disk, an Intel three (i3) processor or its equivalent.
3. Internet ready; anti-virus program, and Windows auto-update are disabled.
4. With installed and working Safe Exam Browser (SEB).
   Note: The SEB installer and configuration will be provided by BEA.
5. With Windows 8 or 10 Operating System.

G. Installation of Safe Exam Browser (SEB)

Before the test administration, identified testing center should install the SEB and download the configuration file. The steps are as follows:

1. Download the Safe Exam Browser Installer from the link provided by BEA.
2. Install the Safe Exam Browser.
3. Open the SEBClientSettings. Click "No" and it will open the Safe Exam Browser application showing the National Education Portal-

Learning Management System (NEP-LMS) page. Click the power button at the lower right to close the application.

H. Criteria in Selecting the Test Administrator

The NLCA test administrators must meet the following requirements:

1. at least a Teacher I to Master Teacher from the SDO,
2. must be external from the school or must not be the teachers of the participating learners, and
3. computer-literate and has a strong IT background.

I. Schedule of Test Administration

Four testing sessions may take place in one day, two in the morning and two in the afternoon per testing center.

PROPOSED SCHEDULE		
Time	**Batch**	**Target No. of Students**
7:00 AM - 9:10 AM	Batch 1	40
9:30 AM - 11:40 AM	Batch 2	40
12:30 PM - 2:40 PM	Batch 3	40
3:00 PM - 5:10 PM	Batch 4	40
TOTAL:		**160**

Total time allotment for each batch of test takers is two hours and ten minutes. Refer to the table below:

Board Work	
Preliminaries	**40 mins**
Student Assembly in the computer laboratory	*5 mins*
Accessing the Moodle platform	*20 mins*
Student Questionnaire	*15 mins*
Test Proper	**1 hour 30 mins**

English	*30 mins*
Science	*30 mins*
Mathematics	*30 mins*
TOTAL TIME	**2 hours and 10 minutes**

Note: Do not dismiss the students one by one. Let the students review their answers and wait quietly while the others are still answering the test.

J. Seating Arrangment and Testing Scheme

Using the school list, the last name of the learners should be arranged alphabetically per batch regardless of sex. Refer to the tables below for the sample scheme:

Scheme 1 - Two Grade levels per day.

BATCH	TIME	GRADE LEVEL	TARGET NO. OF PARTICIPANTS
BATCH 1	AM	Grade 8	40
BATCH 2	AM	Grade 8	40
BATCH 3	PM	Grade 7	40
BATCH 4	PM	Grade 7	40

Scheme 2 - One Grade level for the whole week.

BATCH	TIME	GRADE LEVEL		TARGET NO. OF PARTICIPANTS
BATCH 1	AM	Grade 7	Grade 8	40
BATCH 2	AM	Grade 7	Grade 8	40
BATCH 3	PM	Grade 7	Grade 8	40
BATCH 4	PM	Grade 7	Grade 8	40

K. Test Administration Procedure

BEFORE THE EXAM

- See to it that the seats are arranged properly, with provision of sturdy barriers in between computer units to prevent any attempt on their part to communicate with each other, the date and time in the computer units are correct.
- Ensure that the learners already have activated and accessed their DepEd Microsoft Accounts.
- Ensure that Moodle platform is already running using the Safe Exam Browser before the students go to their respective seats.
- Students should be advised to put their cellphones and other electronic devices inside their bags and place these belongings in the holding area.
- Cellphones, calculators, smart watches, and other forms of electronic devices shall not be allowed during the test.
- Make sure all the learners have/know their log-in credentials.
- Call the examinees one by one and verify their identity through their valid ID before allowing them to go inside the testing room. Let the examinees be seated alphabetically.

Test Script:

Good morning/afternoon. I am Mr./Ms. _____ your examiner from the (state which school you are from). I will administer to you the National Learning Camp Assessment for Grade 7/ Grade 8.

We appreciate your presence today. This test will let us know your knowledge and level of competence, so I encourage you to do your best. Your sincere and utmost participation will provide information on how to improve the country's education system.

You are going to answer three subject areas namely English, Science and Math.

Each subject area will have 30 questions.

You will use Moodle LMS platform in answering the test.

This means that you will use your official DepEd Microsoft account to access the platform. You will select your answer by clicking the button beside the letter of your preferred option.

Read the test directions carefully.

If you do not know the answer to an item, leave it first then go back to that item later after you finish the last item.

Review your answers if you finish the test ahead of time.

Answer all the questions.

You are NOT allowed to use any electronic device such as a calculator, cellphone, tablet computer, smart watch, etc. before, during, and after the test while you are inside the testing room.

You are NOT allowed to talk to other participants during the test.

You are NOT allowed to discuss the items outside the testing room.

If you have any questions or concerns, raise your hand and I will come to you.

DURING THE EXAM

The Test Administrator (TA) shall roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test. Every learner should bring a ballpen or pencil and be provided with a piece of clean paper for computation purposes only.

To access the Moodle platform, sign in using your official DepEd Microsoft account. Make sure that your username and password is typed correctly.
To access the assessment, Click "Pre-assessment for Grade 7/Grade 8".
Click the "Examinee's Descriptive Questionnaire" then "Answer questions". You have 15 minutes to answer the items.

After 15 minutes, TA should roam and check if the examinees answered all items.

Now that you are done with the Student Questionnaire, you may now click "English subtest" then "Attempt Quiz Now". You have 30 minutes to answer the items.

After 30 minutes, TA should roam and check if the examinees answered all items. *You may now proceed to "Science subtest". You have 30 minutes to answer the items.*

After 30 minutes, TA should roam and check if the examinees answered all items. *You may now proceed to "Mathematics subtest". You have 30 minutes to answer the items.*

In administering the test, follow the time allotment in Section D.

AFTER

Do not allow the students to leave the room until everyone is done answering the test. The sheets used for computation purposes should be collected by the TA after the testing session and shredded for disposal. As soon as the testing sessions are completed, ensure that the learners logout their account in Moodle platform.

After you finish answering all the items, make sure to logout your account in Moodle platform. Thank you for participating in the NLCA. You contributed a lot to our country.

Ask the examinees to line up properly and proceed to the waiting area to get their things. Check all the computer units if their Moodle LMS accounts are properly logged out before calling in the next batch of examinees.

Prepared by the Bureau of Education Assessment-Education Assessment Division
June 2023