DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO

RELEASED

008355

By: ___ JK ___ Date: MAY 13 2024

REGIONAL MEMORANDUM
No. ___5̲4̲5̲___, s. 2024

TEST ADMINISTRATION GUIDELINES FOR THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024

To: Schools Division Superintendents

1.   In reference to DM-CT-2024-040, titled Administration of the National Learning Camp Assessment (NLCA) 2024, the Department of Education (DepEd) is currently conducting the NLCA for Grades 7 and 10 public school learners for School Year 2023-2024. The assessment is online computer-based and shall cover learning areas in English, Science, and Mathematics.

2.   In relation to this, the NLCA 2024 Test Administration Guidelines for this cycle is hereby attached. It reiterates the provision for the use of Android tablets during the assessment (Section I: Technical Specifications of Android Tablet units and Section J: Installation of Fully Kiosk (FEK).

3.   For queries or concerns regarding the adjusted testing period, please communicate with Mr. Renz Michael N. Evangelista, Education Program Specialist II of the Bureau of Education Assessment-Education Assessment Division, through (02) 8631-2589 or email bea.ead@deped.gov.ph.

4.   Appropriate action and dissemination are desired.

TOLENTINO G. AQUINO
Director IV

Encl.: as stated
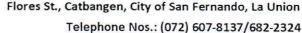Reference: DM-CT-2024-141
To be included in the Perpetual Index
       Under the following subject

       NLCA TESTING GUIDELINES

CLMD/magd/RM_NLCA_TestingGuidelines
May 9, 2024

MEMORANDUM
DM-CT-2024-_141_

TO	:	**REGIONAL DIRECTORS**
ATTENTION	:	**SCHOOLS DIVISION SUPERINTENDENTS**
		REGIONAL AND DIVISION TESTING COORDINATORS
		REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS
		ALL OTHERS CONCERNED
FROM	:	**GINA O. GONONG**
		Undersecretary for Curriculum and Teaching
SUBJECT	:	**Test Administration Guidelines for the National Learning Camp Assessment (NLCA) 2024**
DATE	:	May 3, 2024

In reference to DM-CT-2024-040, "Administration of the National Learning Camp Assessment (NLCA) 2024", this Bureau is currently conducting the NLCA for Grades 7 to 10 public school learners for School Year 2023-2024. The assessment is online computer-based and shall cover learning areas in English, Science and Mathematics.

In relation to this, attached is the NLCA 2024 Test Administration Guidelines for this cycle. It reiterates the provision for the use of Android tablets during the assessment (Section I: Technical Specifications of Android Tablet units and Section J: Installation of Fully Exam Kiosk (FEK).

Should you have further queries or concerns, please communicate with, **Mr. Renz Michael N. Evangelista**, Education Program Specialist II of this Bureau, through (02) 8631-2589 or email bea.ead@deped.gov.ph.

Immediate dissemination and compliance of this information is desired.

Copy Furnished:
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Enclosure: As stated

DepEd RO1 R E C 2 4 0 4 1 5 9

Documan

National Learning Camp Assessment (NLCA) 2024
Test Administration Guidelines

A. Objective of Test Administration

a. To administer the National Learning Camp Assessment (NLCA) to all Grades 7 to 10 learners (School Year 2023-2024) in all public schools across the country.

b. 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.

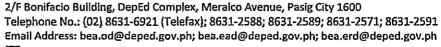| Phase	Testing Window	Target Test-Takers	School Year	Remark
Pre-Test	March to April, 2024	Grades 7 and 8 learners (public schools only)	2023-2024	Same cohort / same set of students
	April to May, 2024	Grades 9 and 10 learners (public schools only)		
Post-Test	August 2024	Grades 8 to 11 learners (public schools only)	2024-2025	

C. Assessment Tool

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

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

D. Enrollment of Learners in the Moodle Platform

a. All enrolled Grades 7 to 10 learners from all public schools across the country should activate/access their Moodle Learning Management

DepED
MATATAG
BAGONG PILIPINAS

2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph
DepEd.Philippines @depedphilippines @DepEd_PH www.deped.gov.ph

System (LMS) accounts using their official DepEd Microsoft accounts for the conduct of the NLCA.

b. School Testing Coordinator (STC) and Information Technology Coordinator (ITC) should ensure that the learners have access to their DepEd Microsoft account and have accessed the DepEd LMS platform before the test administration.

E. Technical Specifications of the Testing Centers

The following requirements for testing centers should be followed by schools, as determined by the Division Testing Coordinators (DTCs):

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

b. With computer laboratories that can accommodate 20 to 40 learners per room.

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

d. With at least 20 mbps dedicated internet allocation to the testing room.

e. 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).

f. For the use of tablets, classrooms can be converted into a testing room.

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

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

i. 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.

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

k. 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 (TA) after each testing session and subject to immediate shredding.

F. Testing Centers and Alternate Testing Centers

All Grades 7 to 10 learners 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 the proposed alternatives for the testing centers:

a. A Junior/Senior High School with computer laboratory or available computer units shall be identified as a testing center for nearby schools.

b. Elementary Schools with computer laboratories or available computer units shall serve as testing centers for nearby schools.

c. Seek assistance from private schools with internet and computer facilities through the initiative of the School Division Office (SDO).

d. Tap the State Universities and Colleges (SUCs) and Technological Schools for partnership and use their available computer laboratories as testing rooms.

G. Technical Specifications of the Desktop/Laptop/Tablet-PC Units

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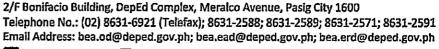
a. With keyboard and mouse.

b. With at least two (2) GB in RAM, 30 GB hard disk, an Intel three (i3) processor or its equivalent.

c. Internet ready; anti-virus program, and Windows auto-update are disabled.

d. With installed and working Safe Exam Browser (SEB).
   Note: The SEB installer and configuration will be provided by BEA.

e. With Windows 8, 10 or 11 Operating System.

H. Installation of Safe Exam Browser (SEB)

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

1. Download the (SEB) Installer from the link provided by BEA.

2. Install the SEB.

3. Open the SEBClientSettings. Click "No" and it will open the SEB application showing the National Education Portal- Learning Management System (NEP-LMS) page. Click the power button at the lower right to close the application.

I. Technical Specifications of Android Tablet units

The tablet units to be used during the NLCA should meet the following requirements:

   a. At least 7-in. touch-display
   b. At least 16 GB internal memory
   c. At least two (2) GB RAM
   d. Running at least Android Full OS v.6 (Marshmallow) or later version
   e. Internet-ready
   f. With battery life enough to last at least two and a half hours.

J. Installation of Fully Exam Kiosk (FEK)

   a. Install the Fully Exam Kiosk from Google Play Store (developed by *Fully Factory Kiosk Solutions*).

   b. Once installed, open the app. Click Select FEK file and import the regional FEK file provided by BEA.

   c. Click **Start Exam in Kiosk Mode.** Select Yes if asked to switch kiosk mode on.

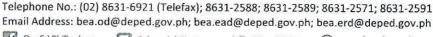   d. The device is now locked, and the learners may now login to LMS.

   Note: *Bring-your-own-device (BYOD) scheme is highly discouraged. Learners are expected to take the assessment inside their classroom/computer laboratory only. Smartphones are not allowed. FEK requires a PIN before quitting the application, this should not be disclosed to test-takers.*

K. Criteria in Selecting the Test Administrator (TA)

The NLCA test administrators must meet the following requirements:

   1. Must be external from the school or must not be the teachers of the participating learners: and
   2. Computer-literate and has a strong IT background.

DepED
MATATAG
BAGONG PILIPINAS

2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph
DepEd Philippines   @depedphilippines   @DepEd_PH   www.deped.gov.ph

L. 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:

Boardwork	
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.

M. Seating Arrangement 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

N. Test Administration Procedure

BEFORE THE EXAM

i. Ensure that the learners already have activated their Microsoft Account and accessed the respective regional LMS.

ii. Make sure that all the learners know their log-in credentials.

iii. Ensure that the Moodle platform is already running using the SEB/FEK before the students go to their respective seats.

iv. 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.

v. Students should be advised to put their cellphones and other electronic devices inside their bags and place these belongings in the holding area/in front of the testing room.

vi. Cellphones, calculators, smart watches, and other forms of electronic devices shall not be allowed during the test.

vii. 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 level (7, 8, 9 or 10).

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.
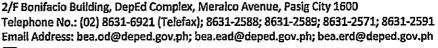
Answer all the questions.

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

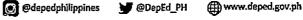*You are NOT allowed to talk to other test takers during the test.*

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 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 are typed correctly.*
>
> *To access the assessment, Click "NLCA 2024 -G7/G8/G9/G10".*
> *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. For test takers using tablet devices, the TA should close the FEK application with kiosk PIN.

> *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.