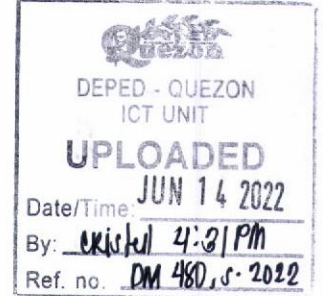




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2022

DIVISION MEMORANDUM
DM No. 480, s. 2022

**MONITORING OF THE ADMINISTRATION OF THE EARLY LANGUAGE LITERACY
AND NUMERACY ASSESSMENT (ELLNA) AND NATIONAL
ACHIEVEMENT TEST FOR GRADE 6 (NAT-G6)**

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads in-charge of Testing and Assessments
School Heads in-charge of Governance and Operations
District Testing Coordinators
District Health Officers/District Nurses
All Other Concerned

1. In consonance with the administration of the **Early Language Literacy and Numeracy Assessment (ELLNA)** and **National Achievement Test for Grade 6 (NAT-G6)** on **June 16 and 17, 2022** respectively, all concerned **District Testing Coordinators** and **District Nurses/Health Officers** are advised to monitor the aforesaid assessment activities.
2. Please use the hereto attached monitoring tools which can also be accessed through this link tinyurl.com/ELLNATG62022. Monitoring reports shall also be uploaded to this link.
3. Widest and immediate dissemination of this Memorandum is enjoined.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

sgodrra06/13/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA)

Testing Program: ELLNA (SY 2021-2022)
Division: _____

Date of Testing: _____
Testing Center: _____

1. Number of Testing Rooms: Morning session _____ Afternoon session _____
2. Total Enrolment/registrants of (grade/year): _____
Male _____ Female _____ Total _____
3. Total Number of examinees: AM session: _____ PM session: _____
4. Total Number of absences: AM session: _____ PM session: _____
5. Time when the test materials were distributed to Room Examiners: From _____ to _____

Pre-test Activities on Examination Day

Pre-test activities in terms of the ff:	Sufficient	Insufficient	Needed additional copies	Remarks
Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				

Testing Center Requirements	Evident	Not Evident
1. Distribution Room for test materials to ensure security and confidentiality	_____	_____
2. Testing rooms are well-lighted and ventilated	_____	_____
3. Testing Rooms are ready:		
3.1 The first and the last row of seats are close as possible to the walls to allow enough space	_____	_____
3.2 List of Examinees posted at the door of each testing room, alphabetically arranged regardless of gender with LRN	_____	_____

Test Proper

Rate the Room 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-testers, use of dictionary, cell phone, calculator, and the like)	_____	_____
2. Refraining from the following are strictly followed:		
2.1 Reading/copying test items in the test booklet	_____	_____
2.2 Explaining/translating to the examinees certain words/used in the item	_____	_____
3. Room Examiners keep custody of the TBs and ASs		

Other Findings/Observations:

Monitoring Official
(Signature above printed name)



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 GATE 2, KARANGALAN VILLAGE
 1900 CAINTA, RIZAL

NATIONAL ACHIEVEMENT TEST (NAT)

Testing Program: G6 (SY2021-2022)
 Division: _____

Date of Testing: _____
 Testing Center: _____

1. Number of Testing Room: A.M. session _____ P.M. session _____
2. Total Enrolment/registrants of (grade/year): _____
 Total Number of examinees: A.M. session: _____ P.M. session: _____
3. Total Number of absences: A.M. session: _____ P.M. session: _____
4. Time when the test materials were distributed to Room Examiners
 AM session: From _____ to _____; PM session: From _____ to _____

Pre-test Activities on Examination Day

Pre-test activities in terms of the following:	Sufficient	Insufficient	Needed additional copies		Remarks
			Evident	Not Evident	
Sufficiency of Test Materials					
1.1 Test Booklet					
1.2 Scannable Answer Sheet					
1.3 Seat Plan					
1.4 Examiners Handbook					
Testing Center Requirements			Evident	Not Evident	
1. Distribution Room for test materials to ensure security and confidentiality			_____	_____	
2. Testing rooms are well-lighted and ventilated			_____	_____	
3. Testing Rooms are ready:					
3.1 The first and the last row of seats are close as possible to the walls to allow enough space			_____	_____	
3.2 List of Examinees posted at the door of each testing room, alphabetically arranged regardless of gender			_____	_____	

Test Proper

Rate the Room 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-testees, use of dictionary, cell phone, calculator, and the like)	_____	_____
2. Refraining from the following are strictly followed:		
2.1 Reading/copying test items in the test booklet	_____	_____
2.2 Explaining/translating to the examinees certain words/used in the item	_____	_____
3. Room Examiners keep custody of the TBs and Ass		

Findings/Observations: _____

 Monitoring Official
 (Signature over Printed Name)



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

MONITORING TOOL FOR THE SAFETY PROTOCOLS
Administration of ELLNA and NAT-G6

Name of School:			
Municipality:			
Name of School Head:			
Name of Monitor:		Date of Monitoring:	

To the Health Office or District Nurse, please accomplish the monitoring tool below and provide remarks for indicators that have not been evident.

INDICATORS	Evident	Not Evident	REMARKS
Availability of health declaration form			
Availability of contact tracing register			
Availability of thermal scanner			
Availability of hand washing facility			
Availability of hand sanitizer			
The school has provided spacious holding area			
Testing rooms are well-lighted and well-ventilated and allow good air circulation			
The testing personnel wear face mask at all times			
The test-takers wear face mask at all times			
The testing personnel are fully vaccinated			
The testing rooms are thoroughly sanitized before and after each testing session			
ALL health and safety protocols are strictly observed			

Monitored by:

CONFORME:

Name and Signature of Monitor

Name and Signature of Chief Examiner

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